

MEETING DATE: December 11, 2006

AGENDA ITEM : Approval of the Classification Specification for Parks Manager.

ATTACHMENTS

1.	Class Specification – Parks Manager	<u>Pages</u> 1-3
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PARKS MANAGER**DEFINITION**

The occupant of this classification is in the classified service. This management position is responsible for organizing, assigning, and supervising the work of employees engaged in planting, maintenance, and development of City parks, parkways, and landscaped areas; reviewing landscape plans for landscaping projects.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Parks, Recreation and Community Services (PRCS) Director. Responsibilities include the direct supervision of the Park Maintenance Supervisor(s) and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, organizes, directs, formulates, and evaluates the development of programs, projects, general work schedules, and priorities regarding the development, care and improvement of parks, playgrounds, and median islands. Develops short-term plans to accomplish these objectives.
2. Supervises the acquisition, maintenance, and of a master plan for an up-to-date inventory of park equipment.
3. Establishes and enforces through subordinate supervisors operating policies and procedures, performance standards, manpower and equipment assignments. Assures that first line supervisors develop effective work scheduling and control systems.
4. Develops data for and prepares preliminary drafts of bid specifications and agreements for maintenance service contracts. Supervises the monitoring of work performed by contracts.
5. Maintains a competent, motivated work force, with particular emphasis at the first line supervisor level, by training, developing, and motivating subordinates. Handles disciplinary issues promptly and in an impartial manner. Promotes instruction in safe work practices and ensures safety regulations are strictly observed and enforced.
6. Prepares the annual budget for the Division ensuring the budget adequately documents the amount and level of services to be provided. Exercises control over the authorized budget to keep expenditures within the limits set.
7. Works with the Planning Division of the Community Development Department and landscape architects and contractors in the review, approval, and implementation and inspection of on site landscape and irrigation plans for private development.
8. Responds in a timely and meaningful way to public concerns and complaints. Performs as a "team player" in inter-Departmental approaches to solving community problems.
9. Prepares reports and maintains records.

10. Manages park maintenance, recreation areas, playgrounds, children's play equipment and sports fields.
11. Manages landscape maintenance contracts and maintenance contracts for recreation facilities and park restrooms.
12. Manages capital improvement projects related to park development and facilities.
13. Responsible for the management of Manages park security program, including park patrol officers, vehicles, equipment and park security issues.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Materials, methods, and equipment used in the maintenance, construction, and repair of landscaped areas.
- Propagation, planting and care of grasses, shrubs and trees.
- Occupational hazards and safety precautions of park maintenance trades.
- Park maintenance motorized equipment capabilities, sizes, components, and applications.
- Modern office practices, procedures, and methods.
- Principles of organization, administration, budget, and personnel management.
- Maintenance management systems.

Skill and Ability to:

- Work from sketches, blueprints, and written or verbal instructions.
- Make time and material estimates on proposed construction and work orders.
- Establish and maintain effective working relationships.
- Plan, coordinate and direct the park maintenance of park operations.
- Maintain records and prepare analytical reports.
- Communicate clearly and concisely in verbal and written form.
- Select, supervise, and evaluate subordinates in a manner conducive to full performance and high morale.
- Establish and maintain effective working relationships with other management personnel, subordinates and the public.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university with specialization in park management, horticulture, arboriculture, or landscape architecture and four (4) years of supervisory maintenance experience including two years in an administrative capacity with responsibility for the design and development of park improvement programs and the allocation of resources.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions
- May require walking on moderate to difficult terrain.