



June 2023  
FLSA: EXEMPT

## **PARKS MAINTENANCE MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Parks Maintenance Division, including assisting with long- and short-term project planning, overseeing the design, construction, maintenance, and operations of a wide variety of public works infrastructure, and other programs; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Director of Parks and Recreation in areas of expertise and may serve as acting Director in his/her absence; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over maintenance staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff, operations, and activities of the Parks Maintenance Division. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Parks Maintenance division, including overseeing the design, construction, maintenance, and operations of a wide variety of parks infrastructure and related programs; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Assists in the preparation of the division budget; prepares and submits budget for assigned program areas; monitors budget expenditures; prepares cost estimates for maintenance and repair activities.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools and equipment.

- Develops and manages requests for proposals for contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts; reviews and evaluates the work of contractors; determines contractual compliance; reviews and approves billings and charges for services.
- Performs project management duties including reviewing specifications, planning procedures for construction based on project start and completion times and determining staff requirements for each phase on construction; procures tools and materials in conformance with project schedules; manages to meet budget and timeline goals.
- Inspects work during each phase to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Evaluates equipment for purchase and assists in the development of specifications; orders materials and supplies; approves orders of materials and supplies by other staff associated with program area.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Participates in meetings and makes presentations to committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Coordinates activities in the event of emergency situations such as natural disasters, power failures, or mechanical failures.
- Performs the most complex park maintenance duties and provides technical assistance to crews.
- Maintains files, databases, and records related to parks maintenance and operations; prepares a variety of written reports, memoranda, and correspondence.
- Analyzes federal, state, and local regulations and ensures divisional compliance.
- Ensures compliance with all health and safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Basic principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- Principles, practices, methods, and techniques of parks maintenance and operations.
- Methods, practices, materials, tools, and equipment used in the maintenance, repair, and installation of park fields, grounds, landscapes, and facilities.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct park facility, building, and equipment maintenance and repair activities.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Prepare budget analysis, cost projections and cost-benefit analyses.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training or coursework in construction trades, maintenance, or a related field and five (5) years of increasingly responsible experience in parks operations, maintenance, or construction, including two (2) years at a supervisory level.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE).

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.