

Code: 2847

Title: PARK OPERATIONS/MAINTENANCE MANAGER

SUMMARY: Plans, organizes, directs and manages the acquisition, maintenance, repair and new construction activities for parks and recreation facilities, amenities and associated supporting systems.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, schedules and coordinates, through assigned staff, the general and specialized activities of the parks maintenance, repair and new construction;

Ensures that operations division activities comply with laws, rules, regulations and technical standards of local, state and federal agencies and like bodies, particularly those related to environmental quality;

Develops, implements and monitors the operations division budgets, to include participation in development and management of the Natural Resources/Parks & Recreation (NRPR) Department budgets;

Manages all agreements, leases and Intergovernmental Agreements (IGA) associated with operations division activities, operations and facilities;

Negotiates new or changed agreements, IGAs and leases affecting assigned parks properties and facilities;

Develops grant proposals and administers grants affecting assigned properties, facilities and supporting systems;

Develops and directs an on-going program for recurring inspection, maintenance and repair of assigned parks, facilities and supporting systems;

Develops long-range plans for the acquisition, management, improvement and maintenance of assigned parks properties, facilities and supporting systems;

Participates in the development of Requests for Proposals (RFP), contract specifications, evaluation of bids and award of contracts for the acquisition, maintenance and construction of parks and their associated structures and support systems;

Makes effective recommendations to management on personnel issues, e.g., employee selection, hiring, discipline, terminations, etc.;

Participates in the development and implementation of departmental policies and procedures affecting operations division activities;

Conducts or directs the conduct and documentation of inspections and evaluations of parks, properties, facilities and supporting systems for compliance with standards, laws, rules, regulations and related requirements;

Inspects work-in-progress and completed projects for compliance with program goals, standards and specifications;

Evaluates staff training and development needs and provides/coordinates provision of training required;

Researches, analyzes and submits required routine, recurring and special reports and documents for the department, Board of Supervisors, Parks & Recreation Commission and other management activities;

Coordinates the work of volunteers and other agencies involved in the location, identification, preservation and interpretation of natural and cultural features found within assigned parks/areas.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of managing and administering parks resources, to include grounds, facilities, structures and supporting systems;
- principles and practices of county contracting processes;
- public sector financial planning and management;
- organization and structure of the department and relevant boards, commissions and panels;
- natural and cultural resources typically found in the American Southwest;
- principles and practices of effective personnel supervision, training and evaluation, and relevant county, state and federal laws, rules, regulations and county personnel policies/procedures and administrative procedures;
- county, state and federal rules, regulations and standards for environmental quality, affecting park

operations, maintenance and construction.

Skill in:

- managing, coordinating and directing the work of professional, paraprofessional and technical staff engaged in park development, resource management, operations and maintenance;
- interpreting and applying laws, rules, regulations, plans, drawings, engineering and technical data pertinent to assigned activities;
- assessment of current and projected park operations/maintenance/management processes, procedures and resources and development of cost-effective approaches to problems noted;
- planning, developing and administering grants;
- negotiating terms and conditions of contracts, grants, IGAs, leases, etc.;
- developing and administering division operations and maintenance budgets;
- communicating effectively, orally and in writing;
- responding to questions, complaints and requests for information on the acquisition, operation, maintenance and improvement of parks, facilities and supporting systems;
- representing the department and assigned division in a variety of forums, e.g., before boards, commissions, advisory and user groups, etc.;
- documenting, or directing the documentation of, assigned activities, and researching, analyzing and submitting required reports to management and other agencies.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, natural resource recreation, civil engineering, architecture, arid lands resource sciences, landscape architecture, renewable natural resources, horticulture, agronomy, wildlife management or soil and water science and six years of experience in administration or supervision of a municipal park, parks sports complex, resource preserve, wilderness preserve, planning or maintenance and operations, including two years of experience at a supervisory level. (A Master's degree from an accredited college or university in one of the above-sited disciplines may substitute for one year of the general experience requirement) (Additional professional-level experience in the above-sited areas may substitute for the Bachelor's degree on a year-for-year basis)

OR:

(2) Eight years experience in the management, administration or supervision of a municipal park system, park sports complex, resource preserve or wilderness preserve.

OR:

(3) Four years of experience with Pima County as a Parks Superintendent.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona driver's license is required at the time of appointment. Certification in Arizona as a Pesticide/Herbicide Applicator may be required at the time of appointment or prior to completion of initial/promotional probation. Maintaining current certification as a Pesticide/Herbicide Applicator is required as a condition of employment. Failure to maintain required licensure/certification shall be grounds for termination.

Special Notice Items: Due to the size, complexity and year-round operations of the NRPR Department, employees may be subject to extremes of heat, cold, prolonged exposure to the sun, wind and inclement weather and be required to traverse long distances over difficult terrain.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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