CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK PROGRAM MANAGER - MAINTENANCE

Department: Parks & Recreation	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: G
FTE Status: Full Time	Date: January 2019

General Function:
Professional parks and recreation position responsible for lead level work centered around year-round program, projects, activities, development, coordination, operation and training of paid and volunteer staff. This position is supervised by the Director of Parks and Recreation and/or the Parks Maintenance Supervisor

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.

2. Maintains a positive relationship with contacts specific to them and positions outside the City organization. Assists the Parks and Recreation Director and Parks Maintenance Supervisor with special projects and programs related to property and facility maintenance, staff training for personnel and equipment safety, plant and turf health care best management practices and integrated pest management, along with other assignments as necessary.

3. Plans, schedules, coordinates and administers the budgeting of programs, including cost estimates. Develops and determines activities for year-round plant and turf healthcare program. Trains and coordinates paid and volunteer staff. Budgets, orders and maintains supplies inventory.

4. Maintains program files, keeps accurate records, evaluates contract personnel and programs, prepares reports and acts as contract administrator on applicable contracts.

5. Contacts, trains and assigns duties to staff, volunteers and contractors for projects related to year-round maintenance programs.

6. Develops program goals including cost estimates, proposed program costs and public information strategies.

7. Establishes schedule. Prepares and supervises all aspects of program public information, including news releases, reports and mailings, if and when appropriate. Must have skill in writing management reports and public relations materials.

8. Coordinates City programs with other partners e.g. contractors, the West Linn/Wilsonville School District, the Nature Conservancy and community service groups.

9. Provides staff support to citizens committees and groups as assigned by the Director of Parks and Recreation.

10. May represent the City of West Linn on regional parks and recreation boards and committees and maintains professional effective working relationships with community groups, businesses, facility and program participants and representatives of other agencies.

11. Participates in the preparation of the department budget, processes budget expenditures, tracks and maintains program expenses electronically.

12. May manage paid and volunteer maintenance personnel in conducting program activities, including their, training, evaluation and scheduling.

13. May assist with City Arborist Functions.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) <u>Job Preparation</u>:

   a) Education:

      i) Requires a Associates ' Degree with a major in Ornamental Horticulture or related field and five (5) years progressively responsible experience in maintenance programming and project management, or equivalent

combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the above described duties. Must be able to communicate clearly and effectively both orally and in writing.

b) Training:

i) Must have or be able to obtain a valid driver's license at time of appointment. May require a CDL, CPR and first aid certifications.

2) Supervision:

Received: Work is performed highly independently under the general direction of the Director of Parks and Recreation or the Parks Maintenance Supervisor.

Exercised: Position may have responsibility for work of seasonal maintenance employees and assists with the direction and training of full time positions.

Responsibility includes negotiation and development of agreements for all contractors of the year-round maintenance program

3) Communication:

Relationships outside the City organization are maintained with the West Linn/Wilsonville School District, regional parks and recreation boards, sports leagues, City residents, media, contractors, volunteers and the general public. Communication may be complex in nature, such as negotiating a personal services contract that may be of a confidential or sensitive nature.

4) Cognitive Functions:

Well defined policies and procedures must be developed and maintained. Position routinely requires creativity, development and implementation of new programs, projects, activities and possibly publicity. Problems encountered are generally recurring, but may require ability to solve difficult, sensitive issues.

Program must be conducted within all State and Federal guidelines including OROSHA and other safety mandates. Errors could result in personal injury to program participants or employees and damage to private and public property.

5) Working Conditions:

Physical risks exposed to are those personal injuries routine to park maintenance activities including inclement weather, cold and heat.

Position may have normal business hours with potential for additional hours during any specific program, depending on nature of activity. May be required to attend evening meetings, programs and events.

6) Resource Accountability:

Directs the resources for the parks and recreation program and is responsible for safe operation and maintenance of City equipment and vehicles.

May commit City resources up to $2,500 within approved budget.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

_____ _____

Employee Signature Date