

South Jordan City

Job Description

Title: Parks Manager
Org: 100540
Pay Grade: 19

Effective Date: 1/5/17
FLSA Classification: Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of general administrative supervisory and leadership duties related to planning, coordinating and directing all phases of park management and beautification, trails and open space management, buildings, construction & repair.

SUPERVISOR

Associate Director of Parks & Recreation

POSITION(S) SUPERVISED

Forestry Supervisor
Parks Maintenance Lead Workers
Parks Maintenance Workers
Seasonal Parks Maintenance Workers

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Manage the day-to-day operations of the City Parks Division; determine and recommend parks projects; specify work schedules and deadlines.

Review performance and makes decisions affecting job retention, advancement and discipline; initiates and participates in the recruitment and selection of Division Staff; develops and conducts staff training.

Provide training to all division employees to improve efficiency and effectiveness of work procedures.

Perform general administrative duties of the Division; maintain comprehensive work records, maintenance records, and equipment and labor costs.

Provide proper safety training to all division employees and enforce safety division and department policies and procedures

Perform and/or coordinate field supervisory duties; coordinate and participate in planting of lawns, trees, shrubs and other greenery; supervise pruning and trimming projects; assure adherence to watering schedules.

Direct the installation maintenance and repair program of water sprinkler system for all parks; supervise and direct mowing, watering and aeration of parks turf; carry out supplemental irrigation to sustain or force growth; assure operation and maintenance of automated sprinkler systems and water pumps; inspect projects to determine work progress and general condition of grounds.

Oversee seasonal duties such as winterizing sprinkler systems to avoid freezing, flush watering systems in spring, and repair equipment and facilities.

Respond to public questions, explain Park policies and procedures, and resolve disputes among citizens utilizing parks facilities; direct the general use and access to facilities through a reservation system.

Act as liaison to the different leagues and user groups who reserve city owned ball fields, multi-use fields, etc. Coordinate schedules and needs with league and group representatives. Determine conditions and safety issues of fields and make the necessary judgment for cancellation of programs/games.

Direct the Forestry Supervisor in monitoring the health condition of trees, shrubs and other horticulture; evaluate diseases and analyze and make decisions for the treatment of unhealthy trees, shrubs and related greenery.

Conduct park system risk audits to determine the presence of safety issues and problems; initiate repair or corrective action to minimize or eliminate risk exposures.

Conduct plan reviews, inspections and acceptance of City maintained properties.

Act as project manager for assigned capital improvement and other park improvement projects.

Provide back-up support to other divisions within the Public Works Department.

Required to work afterhours/weekends when deemed necessary and respond to emergencies and natural disasters.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree in Horticulture, Business Management, Landscaping or related fields;

AND

B. Six (6) years of progressively responsible experience in the maintenance, upkeep, and beautification of turf, parks, facilities and related environs; Four (4) years of which must have been in a Lead Worker or Foreman capacity;

2. Special Qualifications:

Valid Utah Class B Commercial Driver License

Certified applicator of herbicides and pesticides through the State of Utah

Certified Water Operator I

Certified Playground Safety Inspector is preferred.

Certified Parks & Recreation Professional preferred.

Utah State Master Gardener Certification is preferred.

Certification through the National Arborist Association is preferred.

3. Knowledge, Skills and Abilities:

Ability to communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a division engaged in a variety of construction projects related to parks systems; read and interpret engineering drawings and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

Considerable knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, aerators, tillers, welder, trimmers, etc.; landscape and sprinkler system design; flow pumps; of hazards and related safety precautions associated with equipment operations; herbicides, fungicides, insecticides, and pesticides, and proper application of the same; of turf and greens management; of interpersonal communication skills.

Considerable knowledge of state and federal regulations governing installation and maintenance of water systems.

Skill in the operation of various types of light equipment such as large area mowers, front-end loader, tractor, backhoe, etc., general mechanics, basic electrical and plumbing operations, basic carpentry.

Ability to recognize and identify common weeds and pests; recognize and identify diseases common to turf and greenery; effectively apply chemicals for the abatement and eradication of noxious weeds and insects; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, subordinates, and the public.

Ability to operate a personal computer and Microsoft products.

Ability to supervise and motivate employees. Skilled in problem solving.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instruction, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes while participating in parks projects.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes prior descriptions for the same position.

Human Resources Use Only

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| Job Class: | Municipal Exempt | EEO-4 Class: | Serv/Maint |
| Location: | Parks | EEOP Class: | Serv/Maint |
| Group/BU: | General Pay Plan | Tech-Net Match: | 1244 |