

PARKS DISTRICT MANAGER**NATURE OF WORK**

This is responsible administrative and supervisory work, managing the maintenance of county parks and monitoring park conditions to ensure the safety of the public. An employee in this position is responsible for managing all aspects of maintenance operations in county parks including supervising large numbers of staff (including supervisory, skilled and semi-skilled staff), performing diverse functions, preparing and monitoring budgets, acting as a public relations contact and coordinating work between various County Departments, Divisions and outside agencies. Work involves maintaining the level of operating efficiency necessary to ensure the health, safety, welfare and enjoyment of park patrons and staff. Work requires turf, landscaping and facility maintenance knowledge, planning, supervisory, scheduling and administrative skills. A person in this position may be responsible for campground operations, island parks, toll booth operations, small equipment repair and facility repair in addition to traditional park custodial and landscape maintenance functions. A Parks District Manager is responsible for parks in a geographically bound area of Palm Beach County that may include up to 25 parks. Work is performed with considerable independence within the scope of departmental rules, regulations and program policies.

EXAMPLES OF WORK

Issues counseling forms/disciplinary actions; handle employee complaints and grievances; authorizes leave; interviews candidates and recommends the hiring, termination and promotion of staff.

Maintains attendance, fiscal and other records. Prepares payroll and keeps personnel records.

Plans, assigns, coordinates and schedules staff. Supervises the work of supervisory, maintenance and customer service personnel.

Trains, maintains and reviews the skills of employees.

Supervises campground Manager and oversees staff responsible for revenue collection at various parks and campgrounds.

Makes supervisory tours to determine safety and adequacy of maintenance to meet park standards.

Investigates accidents, injuries and unusual incidents and prepares accident and incident reports. Recommends corrective actions where necessary.

Makes supervisory inspections of all park areas and facilities to ensure that facilities, equipment and parks meet all safety and maintenance standards. Issues work requests to correct any deficiencies found.

Maintains accurate and detailed inspection and preventative maintenance schedules.

PARKS DISTRICT MANAGER - CONT'D**EXAMPLES OF WORK - CONT'D**

Serves as team leader to assess parks and facilities in assigned District for safety and damage after natural disasters.

Researches, prepares and monitors budget requests for District. Helps define personnel needs and allocates them within the District.

Responsible for ordering necessary equipment and chemicals within budgetary guidelines. Completes purchase requisitions to obtain materials and supplies.

Researches and prepares justification for price agreements and term contracts. Reviews contract specifications for landscape maintenance contracts utilized within the District. Checks vendor performance for adherence to contract terms and specifications.

Meets with the public, clubs, groups and other departments and agencies to coordinate the use of park facilities and to maintain public relations. Represents District at public and professional functions; responds to citizen complaints and assures their resolution; plans and assists with dedication ceremonies for new parks and facilities.

Conducts pre and post event meetings after special events and/or athletic tournaments to assure that parks are not abused and that they are properly cleaned.

Inspects contractor work areas within parks to ensure public safety and recommends corrective action if necessary.

Assigns and supervises the maintenance of landscape areas and materials within park lands and recreation areas. Responsible for insuring that weeding, spraying, pruning and fertilization schedules are maintained and that athletic fields are properly maintained and prepared for use.

Coordinates employees, equipment and materials required to complete a variety of maintenance and/or repair projects in a diverse group of parks.

Oversees small equipment repair in District.

Plans and coordinates minor repairs to park facilities.

Reviews plans, participates in pre-construction and substantial completion meetings for new parks and park facilities and makes suggestions and notes problems.

Coordinates the staffing, maintenance and logistics for large special events and athletic tournaments, including national and international events.

Coordinates projects and other maintenance in the District with outside agencies, other Departments and other sections within Parks.

Makes recommendation to Parks District Operations Superintendent concerning policy and procedure changes and assists with long range planning.

PARKS DISTRICT MANAGER - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the methods, materials and equipment utilized in parks operation and maintenance.

Considerable knowledge of parks management, grounds and building maintenance and landscaping operations, including turf management practices.

Knowledge of revenue collection processes and their application in park operations.

Thorough knowledge of the principles, practices and techniques of public park and recreation management in a large group of parks with unique and diverse facilities.

Knowledge of the philosophy and objectives of public recreation.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, direct and supervise the work of subordinates.

Ability to maintain records and prepare written reports.

Ability to meet and deal with the public in a courteous manner.

Ability to prepare and monitor budgets.

Ability to evaluate situations accurately and plan an effective course of action.

Knowledge of purchasing practices and procedures.

Considerable knowledge of the basic laws, rules, regulations and codes pertaining to the management of parks, specialized facilities and construction practices.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; combination of five (5) years of formal or on-the-job training in park maintenance, forestry, landscaping or related activity; five (5) years supervisory experience in park operations and maintenance, landscaping or related work; total years of experience must be ten (10). A College Degree in Park Management or a related field may be substituted for eight (8) years of training and/or experience.