

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Public Works Operations Manager - Parks*
Department: *Public Works*
Reports to: *Director of Public Works*
Status: *Exempt /Non-union*

Job Summary:

The Parks Operations Manager plans, organizes, directs and manages day-to-day functions and customer services of City parks, special events, the RV Park and other activities. The position supervise parks maintenance employees to assure the safe conditions of parks and playground equipment; establishes and maintains working relationships with the Park Board and other community organizations; assists with planning, construction, and landscaping of new and existing parks facilities; and interfaces with Development Services Department, as well as parks, recreation, clubs, gardening, construction, and other organizations. The position serves on the department management team, backs up the Director of Public Works, as assigned, and assists with short and long range planning.

Essential Job Functions:

1. Direct and supervise day-to-day parks activities: receive and create work orders and allocate work to employees with instructions, equipment, supplies, parts, and other matters. Also be responsible for weekly and daily work plans, schedules, meetings, rounds, and maintaining work schedules.
2. Coordinate and perform parks and landscape maintenance and assist development services in planning functions.
3. Provide continuous information and training for conducting work according to sound safety standards, policies and practices; assure participation of all employees in daily, weekly and ongoing tailgate meetings and workshops. Assure that all work is performed in accordance compliance with environmental and other regulations.
4. Supervise the work of assigned employees; participate in hiring, conduct evaluations, initiate disciplinary or recognition, and assure on-going training and continued education.
5. Coordinate a variety of day-to-day division activities such as purchasing supplies with the equipment/purchasing coordinator, and with administration on dispatch, calls, and other services.
6. Maintain records of operations, maintenance, equipment and material used on the maintenance management computer system.
7. Oversee RV Park services such as fee collection, kitchen reservations, and problem-solving or eviction process.
8. Coordinate, with Development Services, short and long range parks planning, park acquisition, site plan review, landscaping, construction, and other functions. Manage construction contracts for park repair and improvements, and assure that work is performed according to standards.
9. Assist the Director with department operations needs and budget preparation to reflect six year planning for maintenance of existing parks, facilities and capital improvements.
10. Work with community and other organizations to safeguard parks resources, and coordinate with police department to control vandalism, and assure that repairs are made to vandalized facilities.
11. Coordinate special events in community parks as well as sports, recreation, and gardening activities and other parks related day-to-day services with service groups utilizing park facilities. Coordinate and perform special events with community organizations such as car shows, Independence Day or other holiday events.
12. Coordinate cross training and staffing with Public Works supervisors and leads to enhance training and balancing the workload.
13. Serve as staff liaison for Oak Harbor Park Board meetings and facilitate relations with other organizations such as the North Whidbey Parks and Recreation District. Facilitate regular meetings with recreational leagues, school district, NWP&R District; and work with athletic facility owners to determine needs and schedule usage. Also coordinate special projects performed by outside groups such as the Heritage Tree Program, grant applications, etc.
14. Coordinate contractor and professional services functions.
15. Respond, with the Public Works managers, to emergency service matters, direct crew activities, and help coordinate parks activities with other divisions, fire, police, and other agencies.
16. Assist Director with preparation and/or presentation of agenda bills for the City Council.
17. Establish and maintain cooperative and effective working relationships with City officials, other managers and supervisors, civic groups, other City departments, Park Board members and the general public, and respond in a courteous and helpful manner to resolve problems in stressful situations.

18. Coordinate division's response to customer and public inquiries and oversee or perform duties such as assessing concerns or complaints, problem solving, and follow-up with customers or the public, water specialists, supervisory personnel, or other colleagues.
19. Develop and administer the Parks Gifts and Memorials Catalog.
20. Prepare and submit grant applications for enhancement of parks facilities, operation or special projects.

Associated Job Functions:

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of parks and public works management and supervision of facilities and grounds operations.
- Knowledge of botany sufficient to perform landscape design, plant selection, and maintenance.
- Knowledge and ability to supervise and layout jobs and work plans; arrange for crews, equipment parts, and supplies; oversee traffic controls and safety; and conduct meetings and other start-up functions.
- Knowledge of specialized parks division, maintenance, playground and other safety requirements; as well as repair practices, and Federal, State, and City regulations applicable to large parks, neighborhood parks, and parks development.
- Knowledge of applicable OSHA/WISHA safety regulations and standards, playground and park facilities safety and inspection requirements, and the ability to implement, train or ensure training of staff in the safe and effective operation of equipment and facilities.
- Knowledge and ability to lead, train, direct and develop the skills of parks crews, special project teams, community service or inmate crews, and seasonal workers.
- Knowledge of and ability to read and interpret blue prints, specifications, maps, and technical materials.
- Knowledge and ability to assist in maintenance management system activities, planning, and budgeting.
- Strong oral and written communication skills to perform supervisory duties and provide information, communication, and coordination with City staff, outside agencies and the general public.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Good judgment and problem-solving skills to lead activities and resolve unusual and critical problems.
- Ability to represent the parks division and crews with clubs, customers, and the general public.
- Ability to oversee parks lead and specialist performance requirements required for laying out jobs, leading work crews, special events, maintenance, customer service and complaints.
- Ability to utilize a variety of specialized parks and public works department equipment.
- Ability to utilize maintenance management system using a personal computer and department software.

Working Environment and Physical Demands:

Work is primarily performed in an office, other meeting and job locations, as well as out-of-doors, under dirty, uncomfortable, noisy and hazardous conditions, and in all types of weather conditions. Work requires manual dexterity, hearing and visual acuity, and the ability and stamina to perform heavy manual labor; to crawl, climb, bend, twist, stoop, kneel, operate equipment, and perform repetitive moving of items in excess of 50 pounds, and to maintain such activities throughout a work shift. Work may be performed in elevated areas using fall restraints or other safety equipment; may involve risk of exposure to hazardous chemicals or bloodborne pathogens. Weekend and after-hours work is sometimes required as well as after-hours response to situations and emergencies.

Training and Experience Requirements:

- College, vocational or community college, or continuing education in a related area or equivalent.
- Eight (8) years increasingly responsible parks related experience in lead, supervisory, and management situations with good customer and community focused management, *and*
- Working knowledge of public and community parks functions, planning, operations and maintenance.
- Must obtain and maintain pesticide/herbicide applicator certification.
- Must be able to obtain and maintain other certifications in specific areas of work as necessary.
- Ability to initiate and maintain good working relationships with community boards, leagues, garden club, contractors and other organizations.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95 Head Groundskeeper
Revised: Title change 4/99 AK, NWM/HR 7/04, HR 3/12, HR 8/14

FLSA: Exempt
Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.