

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PARKS SERVICES MANAGER

DEPARTMENT: PARKS AND RECREATION

BASIC FUNCTION:

Under general direction, to plan, direct and develop the implementation of parks, open space and preserves, trails, urban forests, golf courses, school fields, civic facilities landscapes, community gardens, medians planters, streetscapes, street trees, and beach accesses programs, related to their design, construction, maintenance and enhancement.

KEY RESPONSIBILITIES:

Plan, organize, and direct work, contracts and programs associated with the Parks Division.

Coordinate open space and natural preserve activities including site analysis, habitat restoration, trail use, and resource management.

Assign work activities, projects and programs; monitor work flow to evaluate program measures and their impacts on parks, preserves and open space.

Conduct special studies and prepare comprehensive reports to the public, the Beach Preservation Committee, the Parks and Recreation Commission, the City Council, and other interest groups, on Parks Division activities.

Develop goals, objectives, policies and priorities for the Parks Division.

Prepare, administer and monitor the operating budgets for assigned programs.

Oversee large scale, complex request for proposals and the selection of architects, consultants, contractors, and operators.

Review landscape design and layout work, such as grading, building, irrigation, and planting plans for parks and recreation areas.

Inspect and review the work of subordinates/contractors and oversee the installation of various landscape features.

Coordinate the procurement and replacement of vehicles and equipment used in above maintenance work.

Assist in the enforcement of city ordinances governing the safe and proper use of parks and recreation areas.

Respond to citizen complaints and requests for information.

Initiate, review and approve requisitions and expenditures for purchase materials and supplies. Review and recommend fees, approve labor estimates and materials costs for work to be performed.

Maintain records of work performed, staff/contractor hours allocated, and supplies used.

Attend meetings and provide information on Parks Division activities.

Coordinate division activities with other city departments and divisions, and with outside agencies.

Participate in capital improvement program budget preparation, administration, and monitoring.

Hire, manage, train, and evaluate subordinate managers

Serve as Parks and Recreation Director as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and best practices in landscape management, modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, irrigating, fertilizing, and trimming of trees, shrubs, flowers and lawns.
- Project management.
- Plant pests and diseases, and the methods for their control and eradication.
- Basic construction and repair methods, including carpentry, pipe fitting, painting, and concrete work.
- Safe work practices and corresponding legislative mandates.
- Storm water pollution prevention practices and corresponding legislative mandates.
- Record-keeping and reporting procedures.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Prepare and administer division budgets and grants.
- Work collaboratively with a broad array of state and local officials and other stakeholders.
- Communicate clearly and concisely, orally and in writing.
- Plan, assign, and manage subordinate management staff in the performance of park maintenance, park planning and open space monitoring activities.
- Maintain proper records and prepare accurate reports.
- Read and interpret construction plans and specifications.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree in Public Administration, Botany, Horticulture, Ecology, Environmental Planning, Natural Resource Management or a related field.

Five to seven years of management experience in parks and recreation facilities design, construction, maintenance and enhancement,

Specialized training in landscape and building construction, maintenance, and repair, supplemented by open space/preserves planning, monitoring and administration.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is frequently required to walk and stand to inspect work sites.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, vendors, contractors, and the public encountered in the course of work.

The employee periodically works in the field, exposed to the outdoors and all weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside city limits during normal work hours, and periodically on evenings and on weekends, and at any time during emergency call outs.

This is an at-will management classification.

DATE APPROVED: June 28, 2016