

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 5145
Approved by C.S.B.
December 1, 1993

PARKS MANAGER

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DEFINITION

Under general direction develops and administers park operations and maintenance programs including the supervision of operation and maintenance work performed at parks and recreation areas; performs other related work as required.

EXAMPLE OF DUTIES

1. Plans, coordinates and supervises the work of operational groups engaged in the operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities including the installation and maintenance of irrigation systems, the preparation and application of chemicals for control of plant and lawn pests and diseases and the care and maintenance of tools and equipment.
2. Develops and implements maintenance programs for all parks and recreation areas; estimates time and material needs for specific projects.
3. Prepares contract specifications; reviews and monitors the work of contractors assuring compliance with plans and specifications.
4. Coordinates activities of the Parks Division with other divisions, departments and outside agencies.
5. Assists in the planning of new park or recreation areas; selects trees, shrubs and grasses to be planted.
6. Ensures adherence to and application of established safe work practices and procedures.
7. Prepares various studies, reports and cost analyses regarding use of manpower, equipment, work methods, materials, services and administrative procedures; makes presentations to the Council or Commission as required.
8. Maintains various records including inventories, personnel, work program and time and material records.
9. Develops and administers various departmental programs or projects as required such as safety training programs and disaster preparedness plans.
10. Prepares and administers division budget.
11. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by advanced course work in horticulture, landscaping and park management. Graduation from an accredited four-year college or university with major course work in horticulture, recreation, business management or related field is desired.

Experience: Four years of progressively responsible park operations, construction and maintenance experience, including substantial supervisory experience.

(OVER)

EMPLOYMENT STANDARDS (Continuation)

Knowledge

Knowledge of modern park management principles and practices; methods, materials and equipment required in the operation and maintenance of parks, playgrounds, landscaped areas and related buildings and facilities; safe work practices, procedures and regulations.

Ability

Ability to effectively develop and administer park operations and maintenance programs; plan, organize, lead and control the operations of several work units; plan work schedules and monitor performance; prepare specifications and evaluate bids; develop and implement improvements in organization, work procedures and equipment; make accurate cost, material and labor estimates; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; set priorities and meet deadlines; maintain level of knowledge for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other divisions, departments, agencies and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Possession or the ability to obtain within six months of employment of a State of California Pesticide Applicators License certificate.

Membership in the California Park and Recreation Society is desirable.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.