

WEST FARGO PARK DISTRICT JOB DESCRIPTION

<u>TITLE:</u>	Park Operations Manager
<u>CLASSIFICATION:</u>	Full-Time Supervisory/Non-Exempt Employee
<u>SUPERVISION:</u>	Executive Director
<u>SALARY:</u>	\$65,000-\$85,000. Salary recommendations are submitted by the Executive Director and approved annually by the Park Board. Stand benefits of the District are provided.
<u>PURPOSE:</u>	Manage and coordinate planning, park development, capital improvements, maintenance and forestry of 40 parks on over 500 acres in the City of West Fargo.

REQUIRED KNOWLEDGE AND ABILITIES:

- Understanding of materials, equipment and procedures involved in the maintenance and improvement of a park system.
- Ability to evaluate and recommend appropriate maintenance, renovation or replacement of park facilities and equipment.
- Effectively communicate and establish effective working relationships with Park District management, supervisors and employees; and City staff and officials, School District staff and officials, special interest groups and the general public.
- Demonstrated knowledge of urban forestry and turf management skills.
- Ability to write specifications, read & analyze engineering/architectural plans, coordinate bidding for capital improvement projects.
- Ability to plan, organize, supervise and evaluate the work of others.
- Familiar with the ND Century Codes and local/State Codes for bidding, specifications and other as applies to Park District.
- Demonstrated ability to work independently, prioritize work tasks, delegate duties and complete work assignments accurately and on time.
- Possess a basic knowledge of computers and the skills to use this tool in the application of data processing and communication. (Microsoft Word, Excel, and Outlook).
- Submit to and successfully pass a criminal background check.
- Valid ND driver's license.

DUTIES AND RESPONSIBILITIES:

- Participate in the selection of full-time park maintenance personnel.
- Provide ongoing training/certification to fulltime employees including the proper and safe use of equipment, tools and hazardous materials.
- Coordinate annual capital improvement projects with the Director and Park Board.
- Evaluate and report any employee performance issues to the Executive Director.
- Review and coordinate seasonal needs and responsibilities/schedules with the Operations Foreman grounds, buildings, facilities and recreational equipment maintenance, repairs and routine safety inspections.
- Oversee purchasing of supplies, equipment and maintain an accurate inventory control.
- Coordinate park and facility use with managers for coordination of security and maintenance scheduling.
- Coordinate annual and seasonal schedules with Park Operations Foreman and related Specialist for scheduling required landscaping, improvements and seasonal conversions including mowing, fertilizing, tree replacement, spraying, flower planting, ball diamond grooming, snow removal, ice rink installation and related work as apparent or required.
- Oversee park forestry program including tree disease, tree preservation, park nursery and general park landscape tree maintenance.
- Oversee service and repair records on all vehicles and equipment.
- Submit recommendations for changes in policies and procedures working with the Director in short and long range planning.
- Prepare reports and attend meeting all monthly Park Board meetings.

EDUCATIONAL REQUIREMENTS

Bachelor's degree in a field related to parks, recreation, and leisure services administration. No less than 5 years fulltime professional experience in the field.

OTHER ABILITIES AND CONSIDERATIONS

Physical Considerations

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, see, talk and hear, climb, stoop, bend at the waist and crouch. The employee frequently uses hands to grasp or sort. The employee may be required to stand for long periods of time. The employee is frequently required to lift and carry 25 pounds.

Psychological Considerations

- Must be able to work well with the general public.
- Must be able to work well under stress of complaints and deadlines.
- Must be able to work flexible hours.

Environmental Considerations

- Worker performs activities outdoors and indoors and on occasion work in weather conditions (heat, cold, wind, and rain).
- Worker may be exposed to CRT rays while working at computer.
- Worker may be involved in repetitive work (i.e. computer keyboarding, writing).
- Worker must be able to work indoor and outdoor on occasion in weather conditions (heat, cold, wind, and rain).

SPECIAL SKILLS ARE GENERALLY DEFINED AS THOSE ABILITIES THAT INDIVIDUALS EITHER BRING TO A JOB OR DEVELOP THROUGH PARK DISTRICT EMPLOYMENT THAT RESULTS IN AN ENHANCEMENT OF PARK SERVICES. THROUGH THESE SPECIAL SKILLS, THE WEST FARGO PARK DISTRICT REALIZES A SAVINGS IN TIME IT TAKES TO COMPLETE THE JOB TASK, AS WELL AS BEING ABLE TO AVOID HIRING OUTSIDE CONTRACTORS TO PERFORM THESE SERVICES.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY THE INDIVIDUAL WITHIN THIS CLASSIFICATION. THEY ARE NOT TO BE CONSIDERED AN EXHAUSTIVE OR ALL INCLUSIVE LISTING OF THE POSITION'S DUTIES AND TASKS AS THEY MAY CHANGE OR BE ADJUSTED AS REQUIRED.