



Parks Division Director

Apply

 Public Lands Administration

 Full time

 JR5671

Position Title:

Parks Division Director

Job Description:

Incumbent directs, manages, and supervises the operations and maintenance functions within the Parks Division, including oversight of the City Cemetery and the Regional Athletic Complex. Establishes program goals and objectives. Develops program budgets, policies and procedures. Directs and supports staff to ensure efficiency and effectiveness in daily park operations. Ensures that public needs, department goals and objectives are met within established timelines and budgetary constraints.

Must include both a cover letter and resume to be considered!

This position is eligible for full city benefits, including:

- Health Insurance (95% of premium paid by city)
- Dental, Vision and Life Insurance
- Paid vacation and personal leave
- 6-12 weeks of paid parental leave available
- Retirement contributions toward a pension plan and/or 401(k)
- A robust Employee Assistance Plan (EAP)
- Up to \$4,000 tuition reimbursement annually
- Discounted supplemental benefits like pet insurance and legal services

TYPICAL DUTIES:

- Designs, implements and monitors assigned programs including management and oversight of: operating budgets, performance measures, personnel, equipment maintenance, etc. Recommends and initiates process improvements cost saving measures, efficiencies and other program changes necessary to enhance operations and meet program goals and objectives. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs and reviews with appropriate staff; implements improvements.
- Recommends annual operating and capital budgets for assigned programs, including equipment and materials replacement and/or upgrade. Directs and manages maintenance estimates, scheduling, and forecasts program needs including: budget, materials, personnel and equipment.
- Represents the Department Director, as needed, at public and professional meetings. Makes presentations to the community and elected city officials.
- Directs, coordinates, and reviews the work plans for the Parks Division. Assigns work activities and projects. Monitors work flow and reviews, assesses and evaluates work products, methods and procedures. Meets with staff to identify and resolve problems. Assesses budgetary constraints, employee and equipment availability and needs, and time constraints involved in maintenance projects.
- Requests, reviews and assesses team reports, including: hours worked (direct and indirect), overtime, general labor distribution, work order completion and work back logs, and project status tracking logs.
- Participates in the development and implementation of department, division and program goals, objectives, policies, and priorities for City parks. Recommends and implements policies and procedures.
- Assists with public relations work and prepares departmental publications; provides assistance with special events; directs calls, questions, and complaints from the public and elected officials; provides information relative to area of assignment.
- Utilizes computers and management systems to add and maintain Parks Assets, work orders, projects and equipment monitoring; record-keeping; and, generation of reports.
- Administers the enforcement of safety standards within the Parks Division to ensure the personnel, facilities and sites within the program are safe and personnel comply with applicable City and Program safety requirements.
- Conducts performance reviews with employees on a regular basis, resolves problems in accordance with established rules and policies. Initiates coach and counsel or disciplinary action, when necessary. Maintains appropriate documentation. Oversees and monitors the interviewing and selection process of new employees.

- Directs staff, supervisor, and contractor training, as needed, to ensure proficiency and safe work practices and environment.
- Coordinates maintenance with other department and City divisions, maintenance supervisors, employees and/or tenants to avoid disruption of services. Advises supervisors and necessary City staff of technical problems encountered and suggests possible solutions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and recreation program management and administration.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor degree in related field and 7-9 years of increasingly responsible work experience in related field of which five (5) years includes responsibility in a supervisory or management role. An equivalent combination of education and experience may be substituted on a year for year basis, excluding supervisory requirement.
- Thorough knowledge of parks operations standards, and best practices; relevant city, state and federal regulations; utilization and implementation of maintenance plans; capital improvement, personnel management, and other relevant processes.
- Practical knowledge of provisions covered under the Americans with Disabilities Act (public access requirements), Environmental Protection Agency (EPA), Occupational Safety & Health Act (OSHA), and applicable state and federal codes and regulations.
- Knowledge of safety rules and hazards and application of accident prevention measures associated with maintenance procedures and the operation of equipment.
- Ability to communicate and relate well with the general public including coordination and presenting in public forums.
- Ability to work with and effectively manage subordinate staff, including managers, supervisors and employees.
- Proficient in computer applications such as Microsoft Word, Excel, and Outlook along with specific asset and work management systems of Accela, and Kronos.
- Ability to direct work order monitoring, reporting, load leveling and conduct operational analysis including coordinating a variety of work order requests and projects schedules to meet required time frames.
- Possession of valid state driver's license or Utah driving privilege card.

WORKING CONDITIONS:

- Moderately heavy physical activity. Required to stand, walk or sit uncomfortably for extended periods. Required to push, pull, lift or carry 75 lbs or greater.
- Moderate exposure to toxic chemicals, heat, hot steam lines, fiberglass dust, noise, and fumes incidental to a stationary engineering environment. Risk of bodily injury is possible under normal condition:
- Stress due to emergency response demands, troubleshooting and the twenty-four hour maintenance demands in some situations.

This job will be posted until filled

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills

required of personnel so classified.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

POSITION TYPE

Full-Time

POSITION SALARY RANGE

\$ 110,000 annually - \$165,000 annually

DEPARTMENT

Public Lands

Full Time/Part Time:

Full time

Scheduled Hours:

40