

PARKS PROJECT MANAGER

Definition:

Under general supervision coordinates, administers and oversees the development of park, open space, lake, trail and related projects; supervises the work of staff and consultants providing design, planning and technical review functions for park, open space, lake, trail and related projects; manages major projects; works with other departments to monitor the work of contractors providing related renovation and new construction work and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, develops, administers and manages park, open space, lake, trail and related projects for the City and for developer-built public improvements.

Coordinates projects with other City departments, developers and government agencies as required.

Prepares or directs the preparation of contracts, requests for proposals and bid documents for design and specialty consultants, contractors and material suppliers.

Assists in establishing park and related objectives, standards and procedures.

Prepares, monitors and administers the department's Community Improvement Program (CIP) budget; evaluates capital, staff and operating budget outlays and prepares park, open space, lake and trail cost analysis.

Conducts work inspections with City staff, contractors, architects and/or engineers.

Updates park inventories and master plans, performs analyses and studies and prepares comprehensive reports.

Analyzes applicable construction bids, negotiates with contractors as appropriate and recommends contractor for selection consideration.

Monitors, negotiates and assures compliance with consultant and developer agreements for all park facility improvements.

Reviews construction performed, change orders, reports, schedules, plans, specifications, estimates and payment requests and makes related recommendations in coordination with other City departments.

Manages the selection, training, supervision and evaluation of assigned staff.

Operates a personal computer and uses applicable software to produce a variety of reports, correspondence and other material.

Attends a variety of meetings, makes oral presentations and acts as the department's representative as assigned.

Responds to public inquiries and investigates concerns related to parks, open spaces and trails.

Supervises assigned staff.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and carries plans, meeting supplies and other items weighing 30 pounds or less.

Inspects parks, related areas, recreational facilities and recreational equipment and recommends needed repairs and upgrades.

Class Characteristics:

Parks Project Manager is a single incumbent management position in the Parks and Recreation Department which has broad responsibility for the safe, efficient and cost-effective administration of park, open space, lake, trail and related projects.

Contacts and Relationships:

The Parks Project Manager establishes and maintains contact with staff in the Parks and Recreation Department and staff in other City departments. Additional contact will occur with public agencies, contractors, developers, consultants and the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Methods, materials and techniques utilized in park, open space, trail and related projects.

Principles of park and open space administration, organization and management.

Techniques and methods of analysis and research.

Effective methods of making oral and written presentations.

Negotiation and conflict resolution techniques.

Basic laws and regulations related to area of responsibility.

Budgeting methods and procedures.

Principles and methods of contract and grant administration.

Effective supervisory techniques.

Computer applications related to area assigned.

AND

Ability to:

Conduct effective and responsible research and analysis.

Determine park, open space, lake, trail and related project needs and issues.

Communicate effectively orally and in writing, prepare clear and comprehensive reports and make effective presentations.

Adhere to multiple deadlines and handle multiple projects.

Prepare and monitor a budget including making recommendations related to material and capital outlays.

Physically inspect work performed in parks, trails and other sites.

Interpret and apply applicable laws, rules and regulations.

Review contracts, grant applications, agreements and related material.

Negotiate with vendors.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Business Administration, Public Administration, Planning, Landscape Architecture or a related field from an accredited college or university

AND

Experience:

Four years of progressively responsible experience coordinating park projects or in capital project management to include experience in planning or designing park and recreational facilities and parks and trails system management and some supervisory or lead experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Park Projects Manager file financial disclosure statements in accordance with State and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a variety of on-site and field locations including parks, open spaces and trails. The incumbent uses a computer, keyboard and related equipment, sits, stands, walks/hikes, kneels, reaches, bends and grasps, lifts, carries, pushes, pulls and moves boxes of meeting supplies and other items weighing 30 pounds or less. The incumbent drives a vehicle on City business, walks and stands on slippery and uneven surfaces, uses recreational equipment, climbs steps, inclines and playground equipment, crouches and twists. When on-site in the field, the incumbent may be exposed to the elements, vegetation and trail dust. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

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