



**SEPTEMBER 2014
FLSA: EXEMPT**

PARKS AND PROJECTS MANAGER

DEFINITION

Under general direction, performs contract administration and supervision of capital improvement projects involving City parks, street trees, other municipal landscaped areas, and maintenance of municipal facilities; supervises, coordinates, and implements assigned projects and activities; coordinates projects and activities with other City divisions, developers, and outside agencies from inception through and including final construction; performs budgetary, fiscal, organizational, and administrative studies; conducts field inspections of City-maintained areas; provides highly responsible staff assistance to the Director of Public Works in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a single position classification performing duties that require comprehensive knowledge of the development and provision of landscape design and services, project management, as well as practices of construction, architecture, and engineering, the ability to organize and oversee the work of staff and/or contractors, to coordinate and oversee inspection activities, and the ability to execute various administrative responsibilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Public Works Supervisor in that the latter has supervisory responsibility for field staff and activities related to the maintenance of streets, storm and sanitary sewers, parks and other City infrastructure. The class is further distinguished from the Director of Public Works in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as project manager for complex capital improvement projects related to the renovation, improvement, and beautification of City parks, street trees, other landscaped areas, construction and replacement of sidewalks, curbs, and gutters, and maintenance of municipal facilities within the City; leads and guides projects from planning, budgeting, and design to construction and implementation; designs and develops master, landscape, and irrigation plans for new parks and median projects.

- Serves as a member of the City's Capital Improvement Committee; plans, directs and participates in special research, analysis, and development of reports regarding the City's current and future parks and landscaped areas; assists in the proposal and development of projects to address community needs.
- Directs and oversees the preparation of project specifications including development of project time lines, cost estimates, scope of work, acquisition, environmental review, pre-design, design, and construction of capital improvements.
- Drafts requests for proposal (RFP) and bidding documents for the design, construction, renovation and landscaping of the City's parks and municipal facilities; drafts RFPs for consultant services required to develop and execute projects; solicits, reviews and recommends award of contracts; evaluates the work of contractors; administers contracts and authorizes payment in accordance with contract terms.
- Reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; provides advice and instruction to subordinates on design standards and problems from the construction phase to completion of the project; provides supervision of field work; prepares, reviews and recommends change orders.
- Represents the City to the public and other agencies, organizations, committees, and commissions including: the Parks Commission, Alameda County Clean Water Program, and Piedmont Beautification Foundation; attends meetings, develops reports, makes presentations, and responds to and resolves questions and concerns regarding fundraising for beautification projects, parks, landscaped areas, tree related issues affecting urban forest, and associated facilities; organizes public hearings for the Park Commission to make final recommendations to the City Council.
- Responsible for all aspects of fund raising including presentations to individuals, public civic groups, and organizations.
- Coordinates assigned work with that of other City departments to set priorities and allocate resources and staff.
- Oversees the work of the landscape contractor to ensure compliance with contract requirements, including the maintenance of parks and open spaces.
- Oversees the daily maintenance of City facilities and buildings.
- Analyzes, implements and monitors goals and objectives to achieve the department's mission and assigned priorities, monitors performance against the annual operating and capital improvement budgets; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve the departments' annual goals, objectives and work standards.
- Develops and conducts community outreach campaigns and activities for capital improvement projects to ensure community support and participation in the design process.
- Maintains records and prepares a variety of reports; responds to inquiries regarding the status of projects, and develops, designs and disseminates informational materials.
- Provides expert technical assistance to the City Administrator, Public Works Director, City staff, elected officials and others in areas of responsibility.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of park and landscape design, development and maintenance.
- Trees, shrubs and other plantings appropriate for the climate, aesthetics and use of landscape areas throughout the City.

- Principles and practices of contract development and management for capital improvement and ongoing service and material provision contracts.
- Principles and practices of budget development and administration.
- Applicable local, state and federal ordinances, laws and regulations.
- The functions and role of appointed Commissions, committees and similar groups in a municipal setting.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Design and review plans, specifications and related documentation for parks and other capital improvement projects.
- Manage contracts for capital improvement projects and for the provision of contracted services and materials.
- Provide expert professional and technical assistance to the City in areas of assignment.
- Develop and administering capital improvement and operational budgets.
- Interpret, apply and explain laws, policies and regulations.
- Provide effective staff support to Commissions, committees and task forces.
- Conduct independent studies and prepare effective and accurate reports, correspondence and other written materials.
- Maintain accurate records and files.
- Make effective presentations and represent the department and the City effectively with public and private organizations and the public.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in landscape architecture, engineering, business or public administration or a related field and three (3) years of professional experience in the design, development and maintenance of parks and other landscaped areas, and/or the management of major contracts for capital improvement and/or service and materials provision, particularly as related to parks and other public works projects.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces and inspecting sites of significant height. Requires the ability to operate a motor vehicle to visit various City development and meeting sites.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends, as needed.