

**PARKS AND RECREATION OPERATIONS COORDINATOR****SUMMARY:**

Under limited direction, supervises subordinate supervisors, team leaders or workers in the maintenance of the City's parks and irrigation systems, City buildings, waterfront, and downtown facilities; perform related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Prepares daily progress reports and reviews meeting reports.
2. Assigns and supervises the maintenance of landscape areas and landscape materials within the parks, waterfront, and downtown facilities; develops weeding, spraying, pruning, and fertilization schedules; surveys areas periodically to detect diseased and dead plant material.
3. Assigns and supervises the management of park natural areas.
4. Makes supervisory inspections of all park areas and facilities to ensure facilities, equipment and parks meet department, safety and maintenance standards.
5. Performs field reviews prior to and during all construction or restoration projects to ensure compliance with specifications and standards.
6. Oversees small equipment maintenance/repair program and facilitates the maintenance/repair of large equipment.
7. Plans, schedules, selects or approves, and requisitions necessary equipment and related supplies.
8. Acts as liaison between City representatives and project staff.
9. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties. Interviews, trains, motivates, assigns, and evaluates work. Recommends disciplinary action according to established City procedures. Conducts performance appraisals.
10. Investigate and coordinate a response to citizen concerns.
11. Maintains records and data system.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures related to area of responsibility.
- Knowledge of skilled trades related to building construction, maintenance, repair and renovation.
- Knowledge of specialized machinery, equipment and tools necessary for the maintenance, repair and remodeling of public facilities.
- Knowledge of the principles, practices and procedures of grounds, parks and facilities maintenance.
- Knowledge of the basic principles of arboricultural principles.
- Knowledge of supervisory methods and techniques.
- Knowledge of personnel principles and practices.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in reading maps, engineering drawings or blueprints.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in analyzing information of considerable difficulty and drawing valid conclusions.
- Skill in maintaining inspection records.
- Skills in proper use of tools, chemicals, equipment, machinery and techniques in the construction, maintenance and repair of irrigation systems and water features.
- Skill in analyzing and evaluating information and in expressing ideas clearly when providing oral or written reports and recommendations.
- Skill in organizing and coordinating large construction projects.

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- Skill in working cooperatively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Associates degree from an accredited college or university with a major in Business Administration, Parks/Recreation Administration, Natural Resource Management, Forestry, or related field and five (5) years experience in landscape projects, or any equivalent combination of training and experience. One (1) year of lead work or supervisory experience, required. Certification (ISA) as an Arborist/Municipal Specialist, preferred.

A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may utilize upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment. Commercial driver's license, Class B, may be required depending on area of assignment.