

PARKS MAINTENANCE OPERATIONS MANAGER**SUMMARY:**

Under general direction, performs duties associated with directing the maintenance of parks and other City owned or operated public areas; and performs 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. Supervises, directs, and evaluates the activities of the assigned staff. Process employees concerns and problems, directs works, counsel, disciplines and completes performance appraisals. Supervises training of Parks personnel, interviews, and select new employees.
2. Develops divisional budget and supervises expenditures.
3. Coordinates support for Recreation, Special Events, and other Departments.
4. Develops and monitors maintenance records.
5. Supervises Cemetery operations and maintenance.
6. Establishes goals, policies and procedures pertaining to the maintenance of parks and other City owned public areas.
7. Coordinates activities with other departments or outside contractors, as required.
8. Reviews and approves requisitions for materials and supplies.
9. Reviews current procedures and recommends changes to improve operational efficiency.
10. Coordinates maintenance schedules and equipment assignments.
11. Provides technical advice and assistance to assigned staff, other City employees and contractors.
12. Prepares job estimates, as required.
13. Writes and manages grants.
14. Prepares regular activity reports on the condition of parks and other public areas as well as proposed or current maintenance projects.
15. Oversees the work of contractors to ensure work is performed as specified in the contract.
16. Coordinates Arbor Day Program and completes Tree City USA annual re-certification application.
17. Develops and recommends policies and procedures to the Department Director for review and implementation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Turf Management.
- Knowledge of the theory, principles, practices and methods used in parks and grounds maintenance.
- Knowledge of budget principles and practices.
- Knowledge of horticulture, landscape maintenance and development, tree care, plant identification, plant diseases, pest and weed control.
- Knowledge of State and Federal laws pertinent to the use of restricted pesticides.
- Skill in planning, organizing, scheduling and monitoring the work capabilities of assigned staff through team-managed approach.
- Skill in planning and monitoring budgets.
- Skill in establishing and maintaining files and preparing activity reports.
- Skill in preparing grants.
- Skill in monitoring contracts.
- Skills in conflict resolution.
- 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.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use hands to finger, handle, or feel and occasionally lift moderately heavy objects (up to 25 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: Bachelor's degree from an accredited college or university with a major in Business, Management, Park Management, Horticulture or related field and five (5) years experience in park maintenance, including three (3) years in a lead or supervisory capacity, or any equivalent combination of training and experience. A valid Florida driver's license is required.