



City of Denton Job Description

Title:	Parks Manager
Position ID:	GS3708
Department/Division:	Parks and Recreation/Parks
Reports to:	Parks and Recreation Superintendent
FLSA Designation:	Exempt
Safety Sensitive:	Yes
DOT:	Yes

Definition: Responsible for supervising and managing parks maintenance employees to provide enhanced park facilities.

Essential Functions:

Management Responsibilities

- Hires, trains, supervises, and evaluates full-time and seasonal staff
- Prepares and monitors operational budgets for cost center
- Analyzes financial reports and reports trends and issues
- Generates administrative reports
- Reviews departmental policies and procedures and makes references
- Assists the Superintendent or Program Area Manager in planning park maintenance improvement programs and new construction
- Serves as project manager for construction projects, including CIP
- Analyze and generate reports on work tracking system
- Develops long term scheduling and planning for work group
- Develops goals, strategies, and management plans to provide effective park operations

Supervisory Responsibilities

- Directly supervises diverse range of park facilities on both a year-round and seasonal basis to meet the needs of local community
- Supervises technical aspects of park management, including maintenance, installation repair, and construction relevant to work group responsibilities
- Inspects and determines safety of equipment and coordinates repair
- Develops specifications and bid documents for equipment and material
- Familiar with City of Denton policies, monitors employees for compliance and takes disciplinary action as required
- Prepares performance evaluations, counsels and interviews employees on job performance

Leadership Responsibilities

- Coordinates with other city departments to incorporate joint work efforts
- Trains and mentors employees in technical, management, and leadership responsibilities
- Applies principles outlines in Seven Habits of Highly Effective People training
- Enables and empowers employees to work more effectively
- Seeks opportunities for training and increasing knowledge in parks management

Team Responsibilities

- Facilitates meetings using meeting management skills

Additional Duties:

- Performs other duties as assigned

Minimum Qualifications/Acceptable Equivalency:

- High school diploma or GED equivalent
- Six years related experience including three years in a supervisory capacity

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Ability to get along with customers and co-workers
- Ability to maintain regular and punctual attendance
- Understands and implements problem solving and conflict management techniques
- Understands and implements team building techniques
- Understands, demonstrates, and clearly articulates the mission of the City of Denton and Parks and Recreation Department
- Understands customer base and seeks to meet the needs of community
- Ability to communicate effectively both verbally and in writing

Conditions of Employment:

- Must have a valid Class "C" Driver's License prior to employment (must obtain Texas Class "C" driver's license within 30 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check

- Must pass a physical examination
- Must have one of the following within six months of employment: Texas Irrigators License; Journeyman Electrician, Carpenter, Plumber, or Welder; Pesticide Applicator's License; Certified Playground Safety Inspector
- Must obtain Class 'B' Commercial Driver's License within six months of employment
- Position normally requires full use of eyes, ears, and hands and feet and physical ability to respond to emergency situations and conditions in the city's defined response time
- Must possess physical ability to determine mechanical condition and safety of construction equipment

Preferences:

- Previous experience in park maintenance, construction, supervisory management, contract oversight, and landscape background
- Bachelor of Science degree with two years of experience, one of which was in a supervisory capacity
- Bachelor of Science degree in park, turf, or landscape management or related field or with college coursework in management
- Associates degree with four years of experience, two of which were in a supervisory capacity

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

6. Pushing/Pulling: A

7. Overhead Work: I

8. Fine Dexterity: I

9. Kneeling: I

10. Crouching: A

11. Crawling: A

12. Bending: I

13. Twisting: I

14. Climbing: I

15. Balancing: Y

16. Vision: Y

17. Hearing: Y

18. Talking: Y

Task: Code:

1. Standing: M

2. Sitting: M

3. Walking: M

4. Lifting: I

5. Carrying: I

19. Video Display: Y

20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of a computer, radio, pager, PDA, and equipment such as, but not limited to, a jackhammer, chainsaw, cutter, weed eater, air wrench, and various hand tools such as a shovel and rake.

Environmental Factors:

The essential functions of this position are performed inside 80% and outside 20% of the time with possible chemical contact and noise, fumes, gas, and dust exposure.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

Effective Date: 2/5/2002

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