

## RESUME

### FINCE L. ESPINOZA

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#### OBJECTIVE:

- To use my knowledge and skills to become the Assistant Director of Parks and Recreation for the City of Denton.

#### EDUCATION, CERTIFICATIONS & SKILLS:

- Richardson High School – Richardson, TX
- Licensed Irrigator: LI0016991
- CPRP (Certified Parks and Recreation Professional) certificate.
- Class B CDL w/passenger endorsement not to exceed 23 passengers.
- Previously held my CPO (Certified Pool Operator) certificate, once.
- Previously held my CPSI (Certified Playground Safety Inspectors) certificate, twice. Each time for 3 years (6 years total).
- Bilingual – Able to speak, read/write Spanish.
- Able to translate and review all plans to determine what is needed for each project.
- SWPPP (Stormwater Pollution Prevention Plan) Management Certified via NCTOG.
- LGPP (Local Government Project Procedures) certificate which is prerequisite for managing TXDOT's Green Ribbon funded landscape projects on TXDOT ROW within the city limits.

#### PROMOTIONS:

- 03-17-1999 - Hired as a Parks Tech 1
- 03-20-2000 - Promoted to Parks Tech 2
- 04-02-2001 - Promoted to Senior Parks Tech
- 09-30-2002 - Promoted to Parks Crew Leader
- 07-18-2005 - Promoted to Parks Supervisor
- 02-12-2007 - Promoted to Recreation & Leisure Services Manager (Began Managing CIP Projs.)
- 10-04-2010 - Promoted to Recreation & Parks Projects Superintendent
- 03-24-2014 - Promoted to Park Operations & Projects Manager
- 10-01-2019 – Promoted to Deputy Director of Park Operations and Projects

#### GENERAL AREAS OF RESPONSIBILITY:

- In the absence or in collaboration with the director, represent the department at various board, council, public forum meetings as needed.
- Previous experience in managing all aspects of special events, athletic leagues and recreation events and programs.
- Current experience in managing all aspects of the park maintenance division along with park planning and capital improvement construction planning and implementation.

- Prepare and assist the Director in budget analysis and cost projections.
- I'm currently in charge of managing three (Parks / 4B / USACE) out of our four operating budgets in addition to the capital improvement project budgets. I also input all supplemental budgetary requests for the three budgets.
- Manage all landscape and maintenance operations contracts in public areas and ROW's throughout the city.
- Serve as a liaison where needed by the Director and attend sports association meetings as needed.
- Prepare equipment specifications for the purchase of new equipment; prepare cost estimates for proposed projects; review and recommend bids; prepare related contract documents and approve contract payment, RFI's and change orders.
- Inspect all construction projects whether they are internal or external.
- Select, train, motivate and evaluate employees, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures.
- Instruct, manage and monitor the work of contractors to ensure they're meeting our specifications.
- Fully proficient in campground management in both maintenance and staffing.

#### AQUATIC MAINTENANCE:

- Responsible for the implementation of policies and procedures to manage a 30,000 SF splash pad and its entire related infrastructure. This also includes equipment replacement or infrastructure addition requests via general funds or supplemental budget accounts.
- Directly responsible for determining all chemical treatments to continuously provide water quality that meets or exceeds state health department standards for the splash pad.
- Pond management including dredging, dying, aeration installation and algae control.
- Lewisville Lake shoreline management including all maintenance of grounds and facilities, coordinating of setting perimeters for large events adjacent to the lake, disaster management and working with the United States Army Corps of Engineers.

#### ATHLETIC MAINTENANCE:

- Responsible for the upkeep of game level baseball fields, game level soccer fields, tennis courts and numerous practice baseball and soccer fields, all of their related restroom/concession stand facilities and all other surrounding infrastructure.

#### IRRIGATION:

- In charge of managing the maintaining the budget for all of our irrigated facilities and municipal buildings including two athletic complexes and numerous neighborhood parks that are on the centrally controlled Calsese Irrigation Central Control System.
- Assist in troubleshooting if staff cannot figure out a solution.
- Train all staff by hosting classes to further their understanding of irrigation systems pertaining to particular areas.
- Able to draw professional plans for irrigation and landscaping using CAD software.
- Understanding the need to set precipitation rates for every zone to achieve efficient and necessary watering schedules. Especially with regards to avoiding safety hazards within athletic game fields.

#### FACILITY MAINTENANCE:

- Directly responsible for the maintenance and security of all parks and recreation buildings as well as coordinating all of their utility installations and maintenance.
- Responsible for budgeting for the replacement of facility infrastructure by using general funds and/or supplemental requests.

#### SPECIAL EVENT MANAGEMENT:

- Large Regional Events
- Concerts in the Park Events
- Movies in the Park Events
- Family Campouts
- Easter Egg Hunts
- Balloon Festivals
- Fall Festivals
- Parades
- Tri Town Amazing Race (in collaboration with Lewisville and Flower Mound)

#### ATHLETIC PROGRAMMING MANAGEMENT:

- Tennis Lessons
- Flag Football
- Soccer
- Baseball/Softball
- Kickball
- Golf

#### RECREATION PROGRAMMING MANAGEMENT:

- Senior Program
- Summer Camps
- Art Class
- Cooking Class
- Babysitting Class
- Camp Gladiator
- Photo Contest
- Christmas Lighting Contest
- Dog Obedience Class

#### ACTIVITIES:

- Involved as a liaison to any organization needed by the Director
- Involved in TRAPS (Texas Recreation and Park Society) Educational Sessions / NRPA Committee
- Involved in NRPA (National Recreation and Park Association) Educational Sessions
- Involved in TAAF (Texas Amateur Athletic Federation) Assist in hosting the Summer Games of Texas for 4000+ youth participants that participate from throughout the state.
- Involved in SWPRTI (Southwest Parks and Recreation Training Institute) Marketing Committee Chairman.

## COMPUTER SKILLS:

- MBudget
- ActiveNet
- Calsense Online (Irrigation)
- Musco Online (Ball Field Lighting)(Administrator)
- Earth Networks Administrator (Lightning Detection)
- Microsoft Power Point
- Microsoft Excel
- Microsoft Word
- Microsoft Publisher
- CAD Plan Drafting (Special Event, Internal Projects, Irrigation, Landscape & Drainage Plans)
- Minor Networking Capabilities, Video Presentation and Conferencing
- Badger (Water Meter Monitoring Software)
- ARC GIS Mapping

## OTHER:

- Heavily involved in assisting the director in creating a park master plan.
- Heavily involved in assisting the director in creating a trail master plan.
- Heavily involved in assisting the director in creating individual park master plans. IE: Village Park, Unity Park Update, Lakeside Community Park, Sunset Point, Doubletree Ranch Park, Copperas Branch Park.
- Heavily involved in all public forums for all master plans and previous bond town meetings.
- Coordinate with the recreation division concerning city event layout, man power, resources needed, site safety and security plans.
- Coordinate with our PIO concerning all parks/trails/median/event issues.
- Fully proficient in FEMA disaster relief procedures to recover funds following such events.
- Fully proficient in TXDOT's Green Ribbon Fund and I'm also LGPP trained (Local Government Project Procedures) which is a certification that one must possess in order to manage this type of federally funded project.
- Have managed from conception to completion countless internal and external projects which include:
  - Complete Construction of Parks (Community meetings, bond issuance, design, const.)
  - Acquisition, Demolition (abiding by state requirements for asbestos) of Acquired Park Sites
  - Construction of Trails Including Abutments and Pedestrian Bridge Installations Within Electric Company ROW's, Across Train Tracks and through TXDOT Property.
  - Electronic Enhanced Crosswalks Installations Across Pubic Roads
  - Electronic Pay Station Installations
  - Lightning Prediction System Installations
  - Athletic Field Scoreboard Installations
  - Central Controlled Irrigation System Installations
  - Playground and Exercise Equipment Installations
- Fully able to interpret and disseminate construction documents to staff and all others involved if needed.

- Use of a CMMC (Computerized Maintenance Management System) that provides the use of work orders to report on labor hours, materials, equipment and project management costs.
- Creation of a vehicle & equipment five year replacement schedule with budgetary costs.
- Creation of a 5 year CIP facility refresh, renew, replacement schedule with budgetary costs.
- Creation of a 5 year agronomic schedule, (athletic fields / dog park) with budgetary costs.
- Creation of a pond maintenance schedule, yearly / 5 year / 10 year with budgetary costs.
- Recently managed a 16,000 SF playground demolition and replacement that was supposed to be a community built but due to Covid, the build was performed by city staff. I was the lead during the entire project. I bid out all of the grading, surfacing, concrete, fencing, individual equipment, electrical, landscaping and irrigation to abide by Texas procurement laws.
- I'm currently the assigned EOC (Emergency Operations Center) manager for our department. I'm the representative for our department for all special events and on standby throughout the year.

**REFERENCES LISTED ON THE FOLLOWING PAGE:**