



POSITION DESCRIPTION

Title:	Parks Manager	Department:	Parks and Recreation
Type:	Regular	FLSA Status:	Exempt
Pay Range:	M/106	Revised:	07/2015

DEFINITION

The Parks Manager is responsible for the enhancement of existing Town-owned or managed parks and facilities to accommodate community needs. The position coordinates, supervises and participates in the work of staff engaged in the maintenance and repair of the Town's recreation infrastructure including but not limited to: parks, playgrounds, landscaped areas, trail systems, sidewalks, streetscape, and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks and Recreation Director. Exercises functional and technical supervision of the full-time and seasonal Parks Maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Oversee Maintenance of all Town Parks, Trails and Facilities.
- Assist the Parks and Recreation Director in the development of the annual Parks Maintenance work program and budget.
- Implement annual work plans for each park or facility.
- Organize and supervise crews of skilled and semi-skilled personnel in the repair and maintenance of parks and recreation facilities including, but not limited to: Mammoth Lakes Community Center, trail systems, athletic fields, streetscape, irrigation systems, Mammoth RecZone/Mammoth Ice Rink, Volcom Brothers Skate Park, and swimming pool.
- Determine materials, supplies, equipment and personnel required for each assigned project.
- Participate in the full range of park maintenance activities, perform minor repairs on equipment and report the need for major repairs; operate equipment such as mowers, backhoes, and loaders, for a variety of park maintenance operations.
- Maintain accurate and up-to-date records on materials and supplies used in the performance of a variety of projects.
- Monitor the Parks Maintenance budget.
- Frequently visit each park or facility and generate punch list for staff.
- Conduct quarterly inspections of all Town playgrounds, facilities, parks, and sidewalks.
- Recommend and regulate/enforce park policies and procedures.
- Manage, implement and update facility maintenance /capital projects as it relates to the major maintenance and capital Improvements list.
- Manage and maintain all Measure R (special event) Equipment.

- Support Town hosted community events and other special events, as directed.
- Meet with park user groups and assist with their recreation needs.
- Provide administrative support to Parks and Recreation Director/Recreation Commission.
- Research new products and maintain parts inventory for existing products.
- Approve staff time-sheets and correct allocation of hours to each facility.
- File and store safety records.
- Conduct required staff performance evaluations and manage staff performance expectations throughout the year.
- Assist Public Works on projects as needed.
- Supervise staff in the removal of snow from designated Town trails, parking lots, walkways and service roads (Safe Routes to School).
- Supervise staff to perform hard surface maintenance of town trails and sidewalks.
- Supervise staff to conduct maintenance of the Transit / Parks Maintenance building, and Mammoth Lakes Tourism / California Welcome Center.
- Supervise staff to install street lamppost banners and assist in the production of town sponsored special events.
- Work with Public Works to manage contracts for work along Old Mammoth Road and Juniper Ridge.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in building and grounds maintenance and repair activities.
- Occupational hazards and standard safety precautions.
- Safe work practices.
- Operation and maintenance requirements of a variety of light and heavy power-driven equipment.
- Principals of supervision and training.
- Proper techniques of grounds maintenance, recreation and play areas, athletic fields and medians.
- Irrigation management, herbicide applications, fertilization, mowing techniques and shrub, trees, and flower bed maintenance.
- Building maintenance and repair to include electrical wiring, lighting systems, fixtures and equipment.
- Installation of conduit wires, pull boxes and switches required in making additions, extensions or alterations in electrical systems.
- Knowledge of basic carpentry to include construction or installation of rough wooden structures, fences and scaffolds, walls, ceilings, flooring and tile, and carpeting.
- Installation of plumbing systems to include faucets sinks toilets, and water heaters.

- Knowledge of the maintenance and repair of the swimming pool water treatment, pumps, wells, and sewage systems.
- Knowledge of the operations of a roller/inline and ice skating rink.

Ability to:

- Interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects.
- Supervise and train staff.
- Communicate clearly and concisely, both orally and in writing.
- Operate and variety of heavy and light power-driven equipment, both gas and diesel.
- Compile complex and extensive records; prepare routine reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade, supplemented by specialized training in supervision, parks and/or facility operations/maintenance and courses or certificates earned in the field of parks or building maintenance or a closely related field. Associates or Bachelor's degree in a related field is preferred.

Experience:

Five years of increasingly responsible experience in park maintenance, including facility maintenance and supervisory responsibilities.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License and must pass an appropriate background check prior to hire date.

Possession of or ability to obtain:

- Valid California Class B driver's license;
- Herbicide Applicator License or certificate;
- Playground Safety Certification; and
- Completion of Certified Pool/Spa Operator® Certification Program.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, and telephone. Motorized vehicles and equipment, including loaders, blower, cinder truck, dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mowers, trimmers, spreaders, seeders, and aerators.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 50 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in an office as well as in outside weather conditions, which may include extreme cold or heat, windy and other wintry conditions. The employee frequently works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. Position is required to drive in various conditions to check status of projects and inspections.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Once employee obtains a Class B driver's license, employee will be subject to random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

_____ **Employee Signature**

_____ **Date**