

Group: Cultural, Legal & Sciences  
Series: Parks & Recreation Management

## **CLASS TITLE: PARKS BUILDING AND OPERATIONS MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under administrative direction is responsible for planning, administration, operational and maintenance management work in directing the Parks Department building, amenities and land maintenance and operations and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Directs and administers the Parks Department's maintenance and operations activities
- Plans, coordinates and establishes standards for the maintenance, repairs and improvements of park facilities, amenities, turf, gardening and forestry activities
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials and provides information on resource use and work accomplishments
- Participates in the planning, development and implementation of a capital maintenance and improvements program and the planning, development and review of park facilities
- Prepares and monitors the budget for division personnel, maintenance, materials and equipment
- Directs the coordination of division activities with other departments, divisions and various individuals and groups, both public and private
- Prepares and presents proposals to the Park Board, City Council and prepares information involving department operations and activities for publication and release to the news media
- Interacts with various organizations to develop and expand partnerships and alliances to enhance resources and maintenance operations
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials, providing information on resource use and work accomplishments
- Manages resources to inspect and determine necessary maintenance or repairs to property or buildings and notifies/advises the appropriate personnel
- Monitors contracts and project scheduling for City staff and contract providers to ensure adherence to specifications
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

**Training and Experience:** Graduation from an accredited college or university with a bachelor's degree in park and recreation or natural resource management, public administration, architecture, engineering or a closely related field and six (6) years of progressively responsible experience in the development, operation and maintenance of park and recreation facilities, amenities and grounds or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

**Knowledge, Abilities and Skills:** Comprehensive knowledge of principles and practices of park management and maintenance used in the operation, maintenance and repair of buildings; considerable knowledge of the facilities and equipment used in the construction, maintenance and operation of a park and recreation system; considerable knowledge of public administration, including budget preparation and control, purchasing and personnel management; considerable knowledge of principles and practices of horticultural, forestry and turf management activities; considerable knowledge of standard safety principles, practices and procedures, including OSHA requirements for utilities and construction functions related to grounds maintenance and recreation facilities; good knowledge of building codes as applied to all aspects of park and recreation facilities; good knowledge of building construction, site work and the common practices of construction; good knowledge of electrical, plumbing and mechanical systems; and good knowledge of construction and maintenance contracts. Ability to plan, direct and coordinate a wide variety of maintenance activities and personnel involved with a comprehensive parks and recreation program; ability to evaluate and present programs, establish goals and make effective recommendations for continuing improvements of programs and facilities; ability to read and interpret engineering plans and specifications; ability to speak effectively at a variety of functions; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

**Physical Requirements:** Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:** Possession of one or more electrical, mechanical or plumbing limited journeyman's license(s) as issued by the State of Oklahoma and a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and may be subject to varying schedules to attend meetings and monitor work.

Effective date: December 20, 2011