

# PARKS OPERATIONS MANAGER

## DEFINITION

This is advanced professional and supervisory work in planning, guiding and coordinating the day-to-day operation of the County's parks system. The work includes planning, organizing, scheduling, coordinating, assigning, training and evaluating the work of subordinate parks maintenance crew, temporary employees and student interns. The work is performed under the managerial direction of the Parks Director.

## EXAMPLES OF DUTIES

Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of maintenance crews and other employees engaged in park operations and maintenance work; provides counseling and training as needed; develops and implements long and short range work plans for a variety of operational work tasks and projects including building and grounds maintenance, equipment maintenance and land management; prepares operational sections of the departmental budget, including limited term personnel and operational related contractual services and capital outlay; presents budget recommendations to Parks Commission and other committees as necessary; interprets federal, state and local laws, policies, rules and regulations pertaining to land management; performs and monitors departmental procurement procedures and expenditures; assures adequate inventory of supplies and equipment; ensures compliance with state and federal laws, regulations, standards and guidelines with regard to safe and effective use of tools, equipment, chemicals, fertilizers and the like; assures proper and effective safety training for employees; coordinates work of other departments in planning and implementing services performed for them, including such services as grounds maintenance, forestry, construction, sign making, snow plowing and the like; meets with and makes recommendations to the Park Commission and other groups regarding operational policies and procedures; supervises assigned staff including developing job descriptions, interviewing candidates for hire, training staff, conducting performance evaluations, assigning and organizing work, effectively recommend discipline and representing management in adjusting grievances; receives and responds to inquiries, requests, complaints from the public regarding the parks system; makes presentations to community groups and organizations regarding park operations; assists in fund raising; works with special interest groups for the promotion of the parks system; prepares a variety of correspondence and reports to the work; attends a variety of meetings related to park operations; performs related work as needed or assigned.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in parks management, horticulture, natural resources, parks and recreation or related field and three years progressively responsible parks experience and two years supervisory experience preferably supervising parks field personnel.

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Knowledges and Abilities: Thorough knowledge of the principles, theories and practices of parks management; thorough knowledge of local, state and federal laws, policies, rules regulations and standards pertaining to parks and land management; thorough knowledge of parks maintenance practices, methods and equipment; thorough knowledge of safety standards and precautions relating to parks maintenance; knowledge of effective supervisory practices and techniques; ability to plan, organize, coordinate, prioritize, assign and evaluate the work of maintenance crews and other support staff; ability to communicate effectively, both orally and in writing; computer operation skills including data base report and word processing abilities; ability to analyze difficult and complex issues and to make recommendations for proper actions; ability to establish and maintain effective working relationships with other employees, County officials, representatives from governmental and community agencies, and the general public.

Special Requirements: Possession of or eligibility for a valid Wisconsin class "A" commercial driver's license.