

**COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
FACILITIES AND PARKS DEVELOPMENT MANAGER**

GENERAL DUTIES: Under general supervision of the City Engineer, administer, plan, direct and coordinate implementation of the City's approved Parks and Recreation System Master Plan, approved five year Park Development Capital Improvement Budget, and designated facility projects; ensure that goals or objectives of the program or specific project are accomplished within prescribed time frames and funding parameters, by performing the following duties personally, through subordinates, or through consultants and contractors.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK

1. Direct and coordinate a team of sub-professionals, technical assistants, and professional consultants in the preparation of plans and specifications and other capital development activities. Direct and supervise standing consultants on a multi-year contract. Perform complex facility design and facility engineering design and act-as senior projects manager during the development and construction of facilities and parks. Supervise and work with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City Standards. Direct and coordinate activities of projects to ensure project remains on schedule and within budgetary constraints. Modify schedules and plans as required, and

FACILITIES AND PARKS DEVELOPMENT MANAGER

prepare program and project reports.

2. Review and administer approved program and projects to determine priorities, time frame funding limitations, procedures, and allocation of available resources. Provide for the coordination of capital improvement program with City operations staff to insure input during program development and design, and smooth transfer of new capital facilities and parks to City operations following construction including supervision of standing City consultants.
3. Provide for all necessary development activities for City Facilities and Parks including but not limited to acquisition, environmental review, pre-design, design, and construction of capital improvements. Provide advice and consultation to City Administration, Parks and Recreation Commission, Planning Commission, and City Council regarding City Parks and Recreation System Master Plan and assigned CIB programs and projects. Coordinate development review and approval of proposed City landscape facilities and open space to be approved and considered for long term maintenance by Community Services Department, including but not limited to landscaped soundwalls, landscape medians, parkways, and open space.
4. Assist in the preparation and presentation of Park Development Program and Capital Improvement Budget. Participate in all types of engineering studies requiring data collection, data analysis, and preparation of comprehensive reports. Provide for and direct master planning process of proposed projects as required involving all appropriate City staff, agencies, community organizations, and the public.
5. Maintain a good public Relations, receiving and answering public requests and concerns. Represent the Community Development Department involving inter-departmental and inter-agency cooperation and act as the main liaison between the Department and the general public and the media regarding the City's Park and Recreation Master Plan and Program and development of assigned City facilities. Provide assistance in coordination and direction of community volunteer service projects related to facility and park improvements as required.
6. Ensure public outreach efforts relating to public involvement and participation, during the development process of public facilities such as parks and City buildings.
7. Participate in related training programs.
8. Perform-related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Possess significant organizational and project management skills necessary to administer, manage, and plan a complex and diversified capital improvement program.
2. Possess significant public relation skills necessary for regular contacts with the press,

other agencies, community organizations and citizens that will promote and positively represent the City and the Department.

3. Possess personal computer operation skills.
4. Possess basic skill and knowledge in the operation and practical use of various equipment and vehicles necessary for the maintenance and operations of parks, recreation facilities and various municipal buildings and associated facilities.

KNOWLEDGE: Knowledge of:

1. Principles and practices of park and recreation development.
2. Principles and practices of municipal buildings and facilities development.
3. Principles and practices of operating, care, and repair of parks, recreation and other municipal buildings and facilities.
4. Principles and practices of operating and development of urban forests and general urban landscapes.
5. Principles and practices of contract and fiscal administration in a public agency.
6. Principles and practices of personnel management, supervision, and training.
7. California Environmental Quality Act (CEQA process) building codes, statutes, regulations and internal standards as applied to public development projects.
8. Modern principles and practices used in acquisition, master planning, designing, project management, and construction management of public capital improvements.
9. Computer software applications, including word processing, budgetary, project cost management and scheduling programs.
10. Public park, recreation, building and facilities systems, including but not limited to mechanical, plumbing and irrigation, electrical, security, communications and data, parking, public access, landscape planting, ADA and handicapped improvements.
11. Customer service techniques, public speaking, and project master planning.

ABILITIES: Ability to:

1. Set program and project level goals and objectives, administer, plan, direct, organize a complex and diverse program of public facility and park capital improvements.
2. Establish and maintain effective working relationships with management, subordinates,

co-workers, consultants, contractors, representatives of other agencies, the general public, using customer service and public relations techniques.

3. Express ideas effectively in comprehensive written and oral presentations.
4. Prioritize workload of self and others and exercise sound judgment within established programs and procedural guidelines.
5. Hire, select, supervise, train, and evaluate performance of subordinates, consultants, and contractors.
6. Identify and justify budgetary resources necessary to develop facilities and parks called for under the facilities and parks development programs.
7. Establish and maintain the necessary record keeping systems for management of facility and park development program.
8. Review and interpret designs, plans and specifications for compliance with current standards, law, codes and regulations; for solutions to problems, cost estimating, and constructability.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet printer, ink jet printer and plotter
3. Telephone or headset
4. Copier and plan-copying machine
5. Calculator and 10-key adding machineFacsimile machine
6. Optical character reader
7. Typewriter
8. Postage meter and scale
9. Microfiche reader
10. Binding machine
11. Two-way radio
12. Polaroid or digital camera
13. Paper shredder or cutter
14. Plans, maps and blueprints
15. Presentation equipment, microphones, easels, overhead projectors, etc.
16. Cartography equipment
17. Specialized computer software
18. Automobile, utility truck or van
19. Safety shoes, hard-hat, vest, and earplugs
20. Ladder

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, planning equipment, and boxes of work-related material:

1. Sitting, for prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections, enforcement activities, etc.
3. Hiking, during site visits, when inspecting various properties throughout the city.
4. Standing, during Council meetings, training, public presentations, or training seminars, up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying
10. Pushing/pulling
11. Climbing, ladders or stairs to access facilities being inspected.
12. Lifting up to 25 lbs.
13. Driving
14. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, cartography equipment or when using an automobile. All senses are used in the field during site visits, inspections and enforcement activities:

1. Seeing, colorvision is necessary when working with maps, plans, blueprints and signage.
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, from 5-90% of the time, depending project status.
2. Flooring: Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, from 5-90% of the time, depending on the phase of design or construction work reviewed.
2. Travel: Under varying conditions via automobile or plane, up to 10% of the time.
3. Flooring: Asphalt, grass, dirt, wood, carpeting, linoleum, tile, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise during site visits or inspections.
5. Lighting: Normal outdoor conditions, with some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with construction and inspection activities.

HAZARDS:

During tours and inspection of projects in various phases of construction, employee may have low to high exposure to mechanical or electrical hazards. In a typical office environment, exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, easel, overhead projector, plan-copying machine, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a Bachelors degree in Park Planning and Design, Landscape Architecture, Horticulture, Park Management or a related field (experience can be substituted for graduation at the rate of two years of capital development experience for one year of college).
2. Three years of progressively responsible experience in public capital development and project management.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles and/or equipment.
4. Willing to continue education and training, expand skills, attend seminars, workshops and individual study.
5. Pass a post-offer medical examination, which includes a drug test.
6. Pass a Department of Justice criminal record check for employment.

7. Prefer non-tobacco user.