

OLIVEHURST PUBLIC UTILITY DISTRICT
PARKS DEPARTMENT MANAGER

DEFINITION

Under general direction of the General Manager, responsible for managing and directing the operations of the parks department including compliance with all state statutes, District goals, policies, Ordinances, and Resolutions with regard to activities related to the maintenance, repair, and development of District parks, grounds, plantings, and recreational areas and facilities.

EXAMPLE OF DUTIES

- Oversees and implements departmental financial controls and reporting requirements, coordinates with the Financial Manager the preparation of departmental budgets.
- Identifies and communicates to the Board all District needs for repairs, replacements, and capital improvements; directs development and implementation of short- and long-term plans for maintenance and operations.
- Reviews analytical data for trend analyses.
- Responds to customer/citizen complaints and comments both verbally and in writing; assists in resolving escalated customer issues as necessary.
- Trains new employees in work operations and job safety.
- Guides groups of visitors through District facilities.
- Supervises, evaluates, and assigns the work of subordinate personnel.
- Motivates employees to perform to the best of their abilities, evaluates employee job performance, and initiates recognition and disciplinary procedures where appropriate.
- Has the ability and willingness to foster a team environment relationship within the Parks Department and with other District employees during daily activities.
- Develops and maintains positive public relations with emphasis on customer service.
- Committed to staff development and cooperative management practices.
- Fosters employee empowerment in the delivery of services.
- Performs other duties and assumes other responsibilities as apparent or as delegated.

- Perform some purchasing functions.
- Plans, assigns, and supervises the work of staff performing a variety of park maintenance.
- Operates computerized irrigation controls.
- Supervises and performs basic maintenance work in keeping equipment, tools, and other supplies in proper condition.
- Computerized park irrigation controls.
- Removes, installs, and constructs park and recreation facilities and equipment.
- Supervises and participates in removing, topping, pruning, and trimming trees, and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.
- Trains and supervises others in the proper use and handling of pesticides.
- Review and approval of timecards.
- Ordering, inventorying, and planning for supplies and equipment.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Building and grounds maintenance practices and procedures.
- Landscape maintenance materials.
- Computerized park irrigation controls.
- Safe use, purpose, and maintenance of hand and power tools and power equipment.
- Swimming pool materials, maintenance, and practices.
- Proper recreational equipment materials, maintenance, and practices.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Maintaining accurate records and files.
- Budget management.

Ability to:

- Follow both written and oral instructions.
- Work any shift, holidays, and weekends. Willingness to work overtime.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Meet and respond to the public in a positive manner.
- Work closely with organizations, groups, and individuals.
- Establish and maintain effective working relationships with co-workers and the general public.
- Safely drive and operate vehicles and equipment.
- Safely operate hand and power tools.
- Carry out policies of the District.
- Maintain discipline and enforce rules, regulations, and procedures.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Stay abreast of new products and procedures.
- Use a personal computer and job-related software applications.

JOB QUALIFICATION REQUIREMENTS

Minimum Requirements:

- High School diploma or equivalent.
- Five (5) years Supervisory experience.
- State of California Public Pool Operator Certification within one year of employment.
- Possession of California Commercial Applicator Certificate within one year of employment.
- Possession of valid Class C California Drivers License.
- Must be insurable by District's liability insurer.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp, and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : May 10, 2022

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Parks Department Manager

Included in your board package is a draft position description for a Parks Department Manager.

The proposed salary range for this position is as follows:

\$62,400 to \$65,000 annually