

Job Description

Human Resource Use Only

Position Number: Step/Grade - K Effective Date: 12/2018
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POSITION IDENTIFICATION

Position Title: Operations Parks Planner
Department: Department of Public Infrastructure
Status: Full-Time, Non-exempt
Normal Workweek: Monday – Friday, subject to call-in 24/7

SUPERVISORY RELATIONSHIPS

Reports to: Operations Division Manager
Indirectly Supervises: This position is responsible for the indirect supervision of the parks team lead, forester, labor staff, and seasonal employees associated with the parks subdivision.

POSITION PURPOSE

The purpose of this position is to support the City's organizational goals, specifically the parks strategic plan initiatives, and work alongside the Operations Division Manager to develop and implement division-wide goals, objectives, policies and priorities. The Operations Parks Planner, in collaboration with the Operations Division Manager, oversees park development and planning, strategic and long range planning for the parks, and capital project management. This position will develop and manage assigned budgets and revenue, prepare and administer department grants and grant program and indirectly oversee Park Operations and Recreation services. This position is expected to carry out most duties independently.

ESSENTIAL DUTIES

- Assists the Operations Division Manager in developing annual work plans and budgets which outline goals and objectives of the department based upon the needs of the city and the Comprehensive Parks and Recreation Plan.
- Responsible for oversight of all capital projects for Parks. Develops project plans, scopes, estimates, and schedules. Prepares and submit all funding related documents. Administers project budgets. Coordinates Project Management functions to ensure that all tasks are accomplished per schedule.
- Coordinates RFP and RFB preparations with Engineering or Division Managers for parks purchases and projects.
- Responsible for oversight of all park grant programs. Develops project plans, scopes, estimates, and schedules. Prepares and submits all grant related documents. Administers project budgets. Ensures all tasks are accomplished per schedule.
- A measurable goal for grant applications will be set annually by the Division Manager and/or Department Director based on project matches with potential funding sources.
- Research current parks and recreation trends to recommend and/or develop projects, programs and policies that are driven by market needs which will provide

- the maximum recreational opportunities for the community; incorporate new trends and/or local needs into short and long range plans for the division.
- Ensures that daily park activities comply with long-term departmental goals.
 - Ensures that the division continues to develop and maintain public/private partnerships.
 - Prepares periodic written and oral reports for action/progress, by/to the Division Manager or Department Director.
 - Assists the Division Manager and recommends 5-year plan capital improvement needs for the parks.
 - Knowledge of operational hazards, safety, and liability. Including consulting with the City Attorney any liability issues of the division or projects.
 - Maintains complete and accurate records of parkland properties.
 - Included in a rotating on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required.
 - Responds to suggestions/requests/complaints regarding operations and maintenance of parks from staff and citizens and takes or recommends suitable action.
 - May be assigned parks staff direct supervision responsibilities from time to time or in the division managers absence.
 - May be signed other administrative duties related to the parks and/or parks staff.
 - Coordinates and works closely with the Zoo/Recreation Division Manager in assuring maximum use of recreation facilities.
 - Coordinates and works closely with the Business Manager in assuring correct use of capital and grant funds as well as reporting.
 - Assists in preparation of and may oversee Parks contracts for services as assigned.
 - Must understand and apply ADA guidelines when needed.

OTHER DUTIES

- Attend council and committee meetings as required.
- Represents the Parks on various occasions and serves on a variety of internal and external committees.
- Attend or coordinate community meetings and stakeholders meetings as approved or assigned.
- Ability to work evenings and weekends as approved or assigned.
- Other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Qualifications: Bachelor's Degree in Parks and Recreation Management or a related field preferred. Five (5) years' experience in a leadership role related to the following: Park building and grounds operations, maintenance, and contract administration; project management; program management; and grant administration. Consideration will be given to candidates possessing a combination of education and experience which provides the required knowledge, skills and ability, as deemed appropriate by the City.

Certifications/Licenses: Must possess a valid Wisconsin Driver's License

KNOWLEDGE, SKILLS, & ABILITIES

This position must also have the ability to work with the public in a positive manner; ability to apply situational reasoning by exercising good judgment, decisiveness and creativity in complex situations when dealing in a sometimes confrontational environment; ability to add, subtract, multiply, divide, calculate percentage, fractions and decimals; interpret statistical data; ability to use and comprehend the metric system; ability to effectively communicate in both written and verbal form and work with superiors, subordinates, and the general public on all related matters concerning all divisions of the Public Infrastructure Department; written skills include the ability to communicate to all staff, elected officials and all community members; verbal skills include the ability to direct employees as required including the general public; maintain cooperative relationships with community agencies; ability to speak to community groups about department facilities and events; vision abilities include distant and close vision, depth perception, focus and nighttime vision required during extended night-time operations.

BACKGROUND CHECK

Condition of employment

PHYSICAL DEMANDS

The physical demands described herein 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.

- Manual Dexterity:** This position is required to sit, stand, walk, use both hands to touch, grasp, and feel.
- Physical Effort:** The employee must regularly lift and/or move items up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds.
- Working Conditions:** The individual in this position is exposed to varied and extreme weather conditions and must have the ability to traverse rough and uneven terrain on a regular basis. The noise level in the office is moderate, when directing or working in the field the noise level will be higher whenever heavy equipment is being utilized.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.