

Job Description

Human Resource Use Only
Position Number:
Step/Grade -M
Effective Date: 09/2019

POSITION IDENTIFICATION

Position Title: Parks & Recreation Division Manager

Division: Department of Public Infrastructure

Status: Full-Time, Exempt

Normal Workweek: Monday – Friday, subject to call-in

SUPERVISORY RELATIONSHIPS

Reports to: Director of Public Infrastructure

Directly Supervises: This position is responsible for the direct supervision of Parks Planner, Parks staff, and Recreation, Aquatic Center staff and Senior Center staff, and up to 200 seasonal staff for all divisions listed. Also the indirect supervision of, zoo staff, operations office staff, and streets and sanitation crews.

POSITION PURPOSE

This position is responsible for administrative duties in managing, planning and directing the activities of all Parks and Recreation Division activities. Ensuring the appropriate vehicle or equipment is purchased for these departments and scheduling the repair and maintenance of all equipment and vehicles in these divisions. Budget preparation and coordination of the listed divisions. Coordinates and plans maintenance of all buildings under listed divisions with Buildings and Grounds Manager. Coordinates and plans work with other division managers. Coordinates and manages work performed by private contractors. Responsible for after-hours incidents for all of the Parks & Rec Operations, including those not listed here. Performs supervisory work involving the use of decisive judgment and planning ability. This position works under the general direction of the Director of Public Infrastructure and is expected to carry out most duties of this position independently.

ESSENTIAL DUTIES

- BUDGETING
 - Assists Business Manager in preparing the divisional budget and is accountable for the same
 - Assists the Director and recommends 5-year plan capital improvement needs for the listed divisions
 - Formulates rental rates for parks equipment
- DIVISION STRATEGIC MANAGEMENT
 - Determines work schedules, sets standards, rules, regulations and policies for this division
 - Studies and analyzes the effectiveness of the department services

- Recommends and advises in the acquisition, planning, design, construction and maintenance of recreation and park facilities.
 - Creates and tracks measurements for organization efficiency
 - Maintains training levels per CVMIC recommendations and all safety checks required by CVMIC
 - Responsible for department safety programs in accordance with federal, state and local mandated guidelines and regulations and performs in field safety checks with crews for the division
 - Coordinates RFP preparations for division purchases and projects
 - Develops team building initiatives to promote streamlined business processes and improve working relationships among staff
 - Creates and presents periodic reports to the Director of Public Infrastructure
 - Develops collaboration with outside organizations to promote optimization of park work
 - Collaborate with Engineering Department on Division special projects
 - Knowledge of operational hazards, safety, and liability. Including consulting with the City Attorney any liability issues of the division.
 - Monitors city ordinances for viability and proper application. Suggests changes as needed to the city council.
- DIVISION OPERATIONAL MANAGEMENT
- Schedules all pertinent training for division employees
 - Authorizes and schedules employee leaves and vacations
 - Checks and approves time sheets
 - Oversees job and equipment assignments for all employees in this division
 - Instructs and trains (or schedules training for) employees in proper work techniques and procedures in the operation and maintenance of equipment
 - Assists with the scheduling and supervision of snow and ice control operations for department
 - Maintains complete and accurate records of department activities, personnel, services and property
 - Plans, schedules, and supervises equipment changeover for seasonal work
 - Orders materials and supplies
 - Responsible for on-call/after-hours duty, 24/7, for the Parks and Rec Division as scheduled/required
 - Oversees inspection of equipment used in operations maintenance
 - Enforces city ordinances
 - Responds to suggestions/requests/complaints from staff and citizens and takes or recommends suitable action
 - Interviews, hires and trains full-time and seasonal employees
 - Handles employee conflicts, evaluates staff performance and recommends promotion, transfer, discipline or discharge
 - Responsible for preparing for, arranging all traffic control, and overseeing community special events
 - Plans, coordinates and supervises the operation and maintenance of parks, , boulevards and special facilities such as athletic fields and playgrounds

- Inspects daily work assignments upon completion
 - Oversees the inspection of the city parks, playgrounds, and other facilities and equipment regularly and develops a report and maintenance schedule for the necessary repairs, replacements, and damages, and then assigns crews to perform the necessary work
 - Oversees the cleaning and maintenance of all assigned facilities and buildings as required
 - Assists in preparation of and oversees any Park's contracts as assigned
 - Plans, organizes and promotes a diversified program of recreational activities for the community, including publicizing programs, recruiting and educating staff in policies and procedures of the department and other related functions to ensure quality programs are provided.
 - Selects, trains, and supervises Division staff and volunteers for the Recreation Programs, Aquatic Center, and the Senior Center.
 - Coordinates community services and assists in the development of needed services for the elderly.
 - Coordinates volunteers and other non – profit groups to provide needed services for recreation department programs. Develops collaboration with outside organizations to promote optimization of CP Recreation Center operations.
 - Works closely in cooperation with the Operations and B&G Division Managers in arranging for the operation, scheduling and maintenance of all city areas and facilities used in the Recreation Programs.
 - Controls and accounts for the expenditures and revenues of Department funds of the Recreation Division, Aquatic Center, Senior Center, and Zoo in accordance with budget appropriations; prepares and justifies budget estimates. Develops and provides supporting data.
 - Establishes procedures so that use of facilities and personnel may be utilized most efficiently.
 - Visits recreational areas during activities and observes administration.
 - Receives and review reports, suggestions and complaints from staff, participants and general public and takes or recommends suitable action.
 - Prepares all paperwork for hiring 200 + seasonal Recreation, Senior Center, and Aquatic Center staff including tax forms, work permits, and all established procedures set forth by Human Resources.
 - Interprets, enforces, and assists in establishing rules and regulations governing activities.
 - Plans, coordinates and supervises the operation, inspection, and programming of the Zoo
 - Coordinates and works closely with other Divisional Managers in assuring maximum use of recreation facilities.
 - Project management for the operations division is exercised over all aspects of this position.
 - Must understand and apply ADA guidelines when needed
- **EQUIPMENT**
- Responsible to ensure an operational fleet is maintained for Divisions listed

- Oversees scheduled and non-scheduled vehicle maintenance
- Prepares recommendations and reports on types of new equipment or replacement equipment and costs involved, then purchases equipment needed or coordinates purchase through B&G / Fleet Division Manager.
- Responsible for playground equipment inspection program. Including repairs or replacements

OTHER DUTIES

- Attend council and committee meetings as required
- Serves on various committees and organizations, city and private.
- Other related duties as assigned

MINIMUM POSITION QUALIFICATIONS

Qualifications:	Bachelor’s Degree from an accredited college or university in Recreation Management or a related field along with five) years’ experience preferred in a leadership role related to the following: Park, forestry, cemetery, zoo maintenance or related field, civil engineering or business and administration, street and public works construction or maintenance, or any 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; Commercial Driver’s License – preferred but not required; CLP – Certified Leisure Professional – preferred but not required

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrate knowledge of proper operation of all Division equipment, exercise good judgment to make decisions and direct the daily work assignments of all laborers, be dependable, and communicate effectively with the staff and the public; awareness of occupational hazards and necessary safety precautions; computer knowledge; knowledge of parks, forestry, and building maintenance. 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 all employees under this individual’s direct supervision, and all other 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.

This position must possess the ability to demonstrate knowledge of rules for various team sports and ability to officiate and train individuals to officiate in these sports; demonstrate ability to coordinate well with people of all ages in a mature manner, demonstrate ability to supervise and communicate effectively with full time and part time employees; demonstrate knowledge of laws and regulations that affect parks and recreation including all applicable safety and child labor laws. Ability to communicate orally with diverse groups of people and implement effective problem solving strategies to resolve conflict and carry out objectives in accordance with City and Department policy. Ability to prepare public service announcements for programs and special events for publication in local media outlets.

BACKGROUND CHECKS

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 with crews the noise level will be higher whenever heavy equipment is being utilized. Accepts duty responsibility on weekends, holidays and through the week, 24/7, for the Department of Public Infrastructure as scheduled/required.

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.