

PARKS & RECREATION FACILITIES/OPERATIONS MANAGER

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work directing and coordinating administrative functions, development, operations and maintenance of Lincoln Parks & Recreation facilities.

Work involves responsibility for planning, developing, directing, supervising and evaluating the activities, projects and services provided by park districts, community forestry, public gardens, golf course maintenance, skilled trades staff, heavy equipment, park planning and construction sections. Work includes determining and implementing department goals and objectives as related to the above areas; and significant interaction and coordination with other City departments, agencies, and community groups and organizations. An employee in this class exercises considerable independent judgment and initiative within the framework of established guidelines and policies. Work is performed under the general supervision of the Director of Parks & Recreation with work being reviewed in the form of conferences, reports, and review of goals achieved. Supervision is exercised over subordinate professional, supervisory, technical and clerical employees.

EXAMPLES OF WORK PERFORMED

Oversees the operations of the park districts, public gardens and community forestry, ball field maintenance and greenways sections, as well as maintenance of the City's golf courses, irrigation systems, turf equipment and club houses.

Oversees the operations of the carpentry/heavy equipment and mechanical maintenance sections; coordinates the work of skilled trades staff involved in carpentry, plumbing, electrical and concrete finishing activities.

Coordinates city-wide special events involving park facilities, equipment and staff; represents the department at various community functions and events, and on various committees.

Coordinates use of Parks & Recreation facilities through license and rental agreements.

Supervises, plans, schedules and evaluates the work of professional and technical employees; coordinates sectional activities; allocates staffing resources to meet changes in project priorities and requirements; oversees the work of volunteers.

Interviews and hires subordinate staff; assigns, monitors and evaluates the work of subordinate professional, administrative, technical and clerical employees; coordinates work flow; completes performance evaluations; plans and coordinates staff safety and training programs for regular and seasonal employees.

Prepares section budgets and justification; approves purchases.

Monitors status of programs and specific projects; reviews and recommends changes for proposed construction projects; reviews program and project costs and recommends changes for cost containment; attends meetings with contractors, consulting architects/engineers, property owners, City Council, Planning Commission, County Board and other governmental agencies at plan-in-hand, preconstruction progress and neighborhood/business meetings.

Coordinates the preparation of plans, specifications and contract documents for construction of

Parks & Recreation Department facilities including parks, park amenities, trails, ball fields, aquatic facilities, recreation centers, golf courses and ancillary facilities.

Reviews and approves finished work; processes pay estimates and accepts work at the end of the warranty period; initiates change orders, authorizes additional work; suspends work when necessary and enforces contract provisions.

Develops proposal requests for architectural/engineering services, establishes review committees, reviews proposals and negotiates contracts with consultants; supervises staff in the administration of contracts or oversees personally; advises consultants regarding City policies so project development is consistent with other infrastructure projects undertaken by the City.

Develops short and long range planning that includes preparation of a 10-Year Facilities Plan and the Capital Improvements Program for Parks & Recreation and the City Golf Program.

Coordinates capital improvements with the Lincoln Parks Foundation capital campaigns and submits supporting grant applications.

Writes and interprets standard documents required for construction of municipal infrastructures to include design standards, standard specifications for municipal construction and Lincoln Standard Plans.

Oversees management of GIS-based asset management and electronic work flow system.

Oversees the planning, preparation, promotion and implementation of projects involving the work of volunteers.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of architecture and engineering as related to the preparation of plans and specifications.

Thorough knowledge of the techniques and practices of land usage in relation to municipal planning.

Thorough knowledge of the principles of management and organization, including the effective use of management and supervisory techniques and sound principles for staff development and training.

Thorough knowledge of the materials, methods, practices and equipment used in the operation, maintenance, and repair of park and recreation facilities.

Thorough knowledge of organizational and administrative policies.

Thorough knowledge of the laws and ordinances that apply to municipal parks.

Thorough knowledge of computer operations and equipment as related to facility planning and engineering.

Knowledge of the principles and practices of Parks & Recreation programs and facilities and of the Lincoln/Lancaster County Comprehensive Plan as it relates to parks and recreation and open space.

Ability to interpret rules, regulations and policies and to make independent decisions in accordance with established precedent.

Ability to analyze problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with the Mayor's office, City Council, advisory boards and commissions, County Board, coworkers, media and the general public.

Ability to plan, organize, prioritize and monitor a variety of work tasks and activities.

Ability to plan, coordinate, and direct the work of subordinate supervisory personnel.

Ability to communicate effectively both orally and in writing.

Ability to perform as the owner's representative in capital construction or repair projects.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in parks and recreation administration, public administration, business administration, landscape architecture or in one of the related engineering sciences or related field plus four years of experience supervising the delivery of comprehensive parks and recreation programs or any equivalent combination of training and experience that would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Employees may be required to possess any of the following if required by the position to which assigned.

Possession of a National Recreation and Park Association Certification.

Possession of a Professional Engineer, Architect and/or Landscape Architect Registration.

Possession of a National Recreation and Park Association Certified Playground Safety Inspector certification (within six months of appointment).

Possession of National Swimming Pool Foundation Certified Pool/Spa Operator certificate (within six months of appointment).