



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARK MAINTENANCE MANAGER

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2550

PAY RANGE CODE: 23.1 MC REVISION DATE: 1/26/17

NATURE OF WORK:

This is responsible, administrative, and technical supervisory work in directing the maintenance, operation, and repair of City parks and park and recreational facilities, including community centers, aquatic facilities, ice arenas, tennis courts, sports complexes, day camps, and other similar facilities. An incumbent is also responsible for the scheduling, operation, coordination, and maintenance of public events. Work involves responsibility for planning, organizing, inspecting, and reviewing the work of a large group of personnel. The employee in this class is responsible for the proper, efficient scheduling and organization of work, including technical supervision over functions performed by subordinates. Considerable initiative and independent judgment is necessary in planning, coordinating, and directing daily operations.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, organizes, schedules, inspects, and reviews the turf, facilities, and heavy equipment maintenance, and public event direction, management, and maintenance activities of the Park Maintenance division.

Inspects and submits recommendations concerning the conditions of City parks and submits cost estimates of maintenance and repairs.

Reviews reports concerning the operations of the division such as personnel conduct, safety issues, work records, hours worked, and workmanship; initiates investigations as needed with the public, contractors, City personnel, or other staff; and implements appropriate solutions.

Oversees and participates in the hiring, firing, disciplining, training, orienting, scheduling, and performance evaluations of division personnel.

Determines estimates of personnel costs (regular and overtime), materials, and capital equipment, approves requisitions for materials and supplies, and prepares and presents the annual budget.

Prepares and implements short and long-term goals and objectives.

Initiates and participates in the preparation of bids and specifications for contracted services and the purchase of new equipment and commodities, the inspection of entities submitting bids, and the negotiation and selection process.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of methods, procedures, techniques, tools, and equipment involved in the overall operation and maintenance of City parks, facilities, and equipment.

Knowledge of the procedures and methods involved in managing the conduct of public events.

Knowledge of the procedures involved in the bidding and selection process for the purchase of goods and services.

Knowledge of the hazards and proper safety precautions to be used around equipment and machinery.

Knowledge of management techniques and procedures used in working with people and overall supervision of supervisory, technically skilled, semi-skilled, and unskilled work force.

Knowledge of the operational limitations of the machinery and equipment used.

Knowledge of budget preparation and budget management.

Ability to learn and adapt to advances in computer, mobile and electronic device technology and software.

Ability to oversee and manage the activities of subordinates involved in the division's areas of responsibility.

Ability to prepare, present, and maintain the annual budget.

Ability to prepare and implement short and long-term goals and objectives.

Ability to plan, organize, and direct extensive maintenance and repair work.

Ability to prepare cost estimates for modifications or repairs.

Ability to prepare general and complex reports.

Ability to analyze data relating to the work of the division and its crews and to make adjustments as needed.

Ability to effectively communicate with the public, City officials, and subordinates.

Ability to understand written or oral communication.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to stand, walk or sit from 51 to 75% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull, lift or type from 0 to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's Degree in Recreation, Horticulture, Landscape Architecture, Parks and Recreation Administration, or a related field

OR

Seven (7) years of progressively responsible experience in any individual or combination of areas of grounds maintenance, facility maintenance, or public events management, three (3) of which must have been in a supervisory capacity, or any equivalent combination of experience and training.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office environment and in the field. Exposure to temperatures ranging from below 32 degrees to above 100 degrees, electrical currents, mechanical equipment, dust, fumes, and odors. Hours of work vary depending on the division and work required. The position may also require working nights, weekends, and holidays.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Copier
Audio/Visual Equipment

Computer
Calculator
Electronic Testing Equipment

Printer
Facsimile Machine

Previous Revision Date(s): 9/25/97
7/28/05