

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Parks Program Manager
Reports to: Parks Division Director
Position Status: Full-time
Payroll Status: Salaried

JOB SUMMARY

The Parks Program Manager functions as a buildings and grounds project coordinator with responsibility for trouble shooting, administrative support, project management, and community relations. The position functions in a crew leadership capacity. May act as project manager on Parks specific projects such as graphics and sign projects.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Supervise and participate in coordinating projects, planning and scheduling for the District's Parks Division, and help lead and participate in division team and other meetings.
2. Supervise and/or perform, when required, maintenance duties such as trail construction and general construction and site improvements.
3. Supervise and oversee scheduling of crews and personnel, volunteers, contractors, or other providers.
4. Supervise and coordinate the Division's professional service functions including relations with architects, safety consultants, engineers, and contractors.
5. Oversee training and orientation of new staff regarding park services and District procedures, forms, and programs, and serve as resource on day-to-day activities.
6. Coordinate and monitor park services division projects, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also assist on accident investigations, risk management, and program safety and quality assurance.
7. Supervise and assist in coordinating construction of new parks, facilities, and equipment with other divisions and departments and contractors, professionals, and other agencies.
8. Assist in preparation and monitoring of division budgets and in research, selection, and purchasing of equipment and supplies.
9. Attend various continuing education meetings, seminars, and workshops.
10. Understand and knowledgeable in personnel and operations policies and procedures.
11. Ensure Safety programs are followed by assigned staff.
12. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- Equivalent to five years park services lead or supervisory and project management experience with skills in maintenance planning, community relations, public contacts, operations, community and customer relations, safety, and regulatory, and administrative experience

- Requires Bachelor's Degree in Park Resource Management, Park Administration, or related experience and training supplemented with continuing education workshops.
- Requires valid WA State driver's license or equivalent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, direct, lead, and troubleshoot parks service maintenance and operations, services, and safety of a multi-department organization and its facilities.
- Thorough knowledge of parks services maintenance and development with knowledge of project services and facility administration.
- Ability to perform maintenance and operations duties including equipment operations, field and facility cleanups, game and event preparations, and building trades functions.
- Ability to effectively lead, communicate, and articulate division directions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, user groups and leagues, and the public. Ability to accept direction for professional/departmental/divisional improvement.
- Knowledge of and the ability to implement trends and practices in parks services administration and community interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively supervise diverse work activities of skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to work safely and effectively with diverse skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Basic competence in computers, and word processing, spreadsheet, and data management software.
- Ability to communicate both verbally and in writing using applicable software.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking work environment. Work is performed in park service field, shop, and office environments and may require evening and weekend duties. The physical demands described here 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.

- Must be able to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as moving and heavy lifting of items up to 50 pounds; also stacking, pushing, pulling, bending, twisting, climbing and standing for extended periods.
- Ability to work at heights, and in dark conditions and noisy environments.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Work environment may be noisy at times.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature