



SOUTHGATE RECREATION & PARK DISTRICT

Job Announcement

Position is open until filled. A District application is required. Please apply at www.southgaterecandpark.net. Application screening begins October 14.

PARKS MANAGER

Under the supervision of the General Manager, the Parks Manager administers, plans, organizes, and directs the maintenance, operation, and management of the parks department. Responsible for the administration, supervision, direction, and fiscal control of the department.

ESSENTIAL FUNCTIONS

Supervises and directs part-time and full-time personnel in the performance of the maintenance of parks, landscape corridors, recreational facilities, playgrounds, and open space, construction and project management, and repair of maintenance equipment and vehicles to meet the agency goals and objectives.

Organizes, directs, and supervises the work in accordance with the general policies established by the District.

Maintains accurate and complete records on payroll, purchases, inventory, weather data, maintenance, procedures, pesticide application, and other items.

Establishes and maintains positive working relationships with schools, public agencies and community organizations.

Participates in long-range planning and renders professional advice, opinions, assistance and service.

Communicates regularly with management team.

Prepares and administers the annual budgets for maintenance and capital improvements. Works within the budget limitations and is responsible for the control and supervision of division expenditures.

Construction oversight of park and recreation facility projects including site preparation, grading and drainage, irrigation, hardscape flatwork, building improvements and landscape plantings, as well as lighting, signage, fixtures, and equipment for District capital improvement projects.

Reviews and evaluates plans, drawings, studies and reports, and work prepared by staff, outside consultants, other agencies, and contractors.

Administers personnel policies, ensures proper hiring, training, supervising, personnel development, evaluation, and corrective action in accordance with fair labor standards, safety standards, and established policy.

Monitors the performance of all daily operations, functions and services and maintains high standards, and ensures customer satisfaction.

Develops and maintains a sound organizational structure.

Ensures operational compliance with local, state and federal laws and regulations.

Performs certain skilled tasks in planning, forestry, horticulture, irrigation, construction, landscape architecture, and design.

Ascertain present and future needs for recreation and park areas and facilities and reports findings to the General Manager.

Reviews and makes recommendations on space layout and general design of new recreation and park areas and facilities.

Oversees contract maintenance agreements with outside services.

Prepares correspondence, reports, and statements.

Works harmoniously and cooperatively with fellow employees and the public.

Performs heavy physical labor, lift, carry, push and pull heavy objects, such as cement and fertilizer bags, (up to 50 lbs.) Walk, stand, stoop and crouch for long periods; climb ladders; dig ditches and post holes.

Performs operation of motor vehicles and/or power equipment with intermittent vibration.

Performs under various weather conditions.

ADDITIONAL RESPONSIBILITIES

Other duties as assigned.

MINIMUM REQUIREMENTS

Knowledge of and Skilled in: Principles, theory and philosophy of the Recreation and Park profession; supervisory and communication skills; basic budgeting procedures; plant nomenclature and adaptabilities; horticulture; plant pathology; arboriculture and park management; requirements of use and storage of chemicals; irrigation systems and computerized central irrigation control software; OSHA and Cal/OSHA safety practices.

Ability to: Make detailed plans and specifications; plan, guide, and direct the work of the department and its personnel; make decisions objectively; assess situations and make sound recommendations; ability to communicate effectively and work harmoniously with fellow employees and the public; manage multiple projects.

Physical Requirements: Must be able to perform heavy physical labor, lift, carry, push and pull heavy objects such as cement and fertilizer bags (up to 50 lbs.); walk, stand, stoop and crouch for long periods; climb ladders; dig ditches and post holes. Operation of motor vehicles and/or power equipment with intermittent vibration. Performs under various weather conditions.

EDUCATION AND EXPERIENCE

Graduation from a college or university with a Bachelor's Degree in Park Administration or Management, Public Administration, Business or closely related field and three years of responsible park service, including one year in a supervisory or administrative capacity in a public or private organization; or a combination of education, training, certifications, and experience that would provide candidate with the equivalent to the above. Extensive management experience may be considered as an alternative to a specific degree requirement.

CERTIFICATES AND LICENSES

Valid California Driver's License. Insurable under District policy. Playground Safety Inspector, Qualified Applicator, Irrigation Technician, Backflow Preventer Assembly Tester, Pool Operator, Integrated Pest Management and Certified Arborist Certificates are desirable.

COMPENSATION

Starting salary is \$9,041.67 - \$11,539.75 per month. Benefits include personal time off, holidays, health, dental, and life insurance, wellness program, social security and retirement programs.

STATUS

Full-time; Exempt.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The incumbent may be required to follow any other instructions, and to perform any other related duties.

Southgate Recreation and Park District is an Equal Opportunity Employer. Applicants will be considered on the basis of their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.