



JOB DESCRIPTION

TITLE: Parks Projects Manager
DEPARTMENT: Parks & Recreation
GRADE: 17
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 11/02/2020

POSITION SUMMARY

The position works under the direction of the Parks & Recreation Director and develops, coordinates and implements concept plans, budget cost estimates, and design and preparation of construction improvement plans; prepares and assembles construction documents including requests for proposal, advertisements for bid, public notices, contract documents, and improvement plans; coordinates bidding processes; attends and advises during pre-construction meetings; manages the construction phase and asset acceptance for City capital improvement and developer-initiated private projects. Specific project types may include transportation, drainage, culinary water, parks, trails, open space, and other City facilities. Duties include defining project objectives as outlined in the Draper City General Plan and any master plan documents; creation of design; implementation and construction scheduling throughout the entire project including public engagement; planning; design; construction; coordinating with and managing consultants and contractors; and performing other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Conduct research and project analysis to determine development feasibility.
- Develop and/or manage consultants in the development of master plans for streets, culinary water and storm sewer utilities, parks, trails, recreational facilities, and other City amenities.
- Manage and coordinate the planning, design and assembly of construction contract documents, bidding documents, advertisements and related procedures under the direction of the City Engineer.
- Manage and coordinate environmental values and concerns in the planning and implementation of assigned construction activities.
- Develop and outline under the direction of the City Engineer project scope, work plan, resource allocation and professional consultants.
- Work closely with community groups to implement an open, high quality public review process.
- Represent the city at public meetings, citizen advisory committees meeting, planning commission meetings and city council meetings.
- Review urban development proposals and provide departmental comments through the Development Review Committee (DRC) process. Research background information pertaining to projects under review. Work with other city staff to reach a unified position with regard to



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- recommending approval, denial or approval with conditions for private development proposals.
- Attend occasional night and weekend meetings as required.
- Develop, monitor and implement safety procedures related to design and construction of streets, culinary water and storm sewer utilities, parks, trails, recreation facilities, and other City amenities.
- Maintain a current knowledge of applicable computer aided design (CAD) and geographical information system (GIS) in the completion of assigned tasks.
- Provide concept designs, cost estimates and related information in support of the development of the capital improvement program (CIP) budget.
- Obtain and enter survey data to determine layout information as needed; make mathematical computations to assist the City Engineer in calculating grades, slopes and elevations.
- Check plats, metes & bounds descriptions and impervious area calculations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

An undergraduate (4-year bachelor of science or arts level) degree in construction management, architecture, engineering or construction science plus a minimum of six years experience in design and project management of roadways, culinary water and storm sewer, parks, trails, and other public works facilities. Working knowledge of AutoCAD/GPS software, including Civil 3D and ESRI software. Familiarity with survey instruments and procedures. Must possess a valid Utah Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of the City's policies and procedures and ability to work with engineering, planning, building, recreation, operations, maintenance staff, contractors and consultants.
2. Demonstrated knowledge of the principles and practices of engineering design and construction inspection.
3. Thorough knowledge of the most current computer aided design/GIS, drafting software and techniques.
4. Working knowledge of construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
5. Ability to work in an office environment as well as outside in the field.
6. Ability to plan and carry out projects under the direction of a Utah licensed professional engineer.
7. Ability to interpret plans and specifications.



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8. Ability to understand and follow oral instructions, and gather, analyze, evaluate, interpret facts and then prepare and present them in a concise manner.
9. Ability to maintain confidences and business practices in an ethical manner.
10. Ability to receive, deliver and explain oral and written instructions and exercise initiative and sound judgment and react resourcefully under varying stressful situations.
11. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments.
12. Ability to follow city policy; concentrate on the completion of assigned tasks accurately, and accomplish the completion of duties in a timely manner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 50 pounds. This position requires the employee to be outdoors periodically and to drive a City vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints which may require alterations in the normal 8-5 work schedule.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.