



## JOB DESCRIPTION

---

**TITLE:** Parks Manager  
**DEPARTMENT:** Parks and Recreation  
**GRADE:** 17  
**FLSA:** Exempt  
**EEO DESIGNATION:** Professional  
**REVISION DATE:** 12/11/2020

### **POSITION SUMMARY**

Under the direction of the Parks and Recreation Director, oversees the year round maintenance and operation of parks, open space, trails, forestry, landscape, facilities, restrooms and irrigation of municipal facilities. This position performs administrative, supervisory and skilled technical work in the maintenance and operations program of the Parks Division including, but not limited to, turf management, irrigation, playground inspection, project planning and construction management. The Parks Manager must have thorough knowledge of the Draper City policies and procedures.

### **ESSENTIAL FUNCTIONS:**

- Trains, schedules and supervises regular, temporary and volunteer personnel and makes recommendations regarding selection, hiring, training, evaluation and corrective action of employees.
- Trains and supervises personnel in the proper utilization and maintenance of equipment to meet normal and emergency conditions, including athletic field preparation, park construction, facility and grounds maintenance, general repair work, graffiti removal, snow removal and irrigation systems.
- Assists in developing department operational priorities, goals and objectives, and project schedules. Develops and implements a work order system for requested repairs, maintenance and other misc. tasks.
- In cooperation with the Parks and Recreation Director, prepares, monitors and administers the Parks Division's annual budget.
- Coordinates purchase of fertilizer, pesticides, chemicals, supplies and equipment with appropriate staff and monitors payments for such purchase requisitions. In cooperation with the Purchasing Department, develops short and long range plans for equipment procurement.
- Coordinates Parks Division activities with other City departments, contractors, schools, community groups and other outside agencies and/or resources including the planning and organization of events.
- Represents the City on numerous boards and committees or delegates to a qualified Parks Division staff member with continued manager oversight.



## JOB DESCRIPTION

---

- Oversees park development design, specifications, bid documents and construction. Reviews and provides technical input on landscape, irrigation and trail plans submitted to Draper City for park, open space, trails and median development. Develops short and long range plans for capital construction.
- Serves as the Draper City Forester in operating new tree budget and maintenance of urban forestry. Responsible for the Tree City USA project coordination.
- Administers the City horticulture program, including planting, cultivating, pruning and general care and maintenance of flowerbeds, forestry, shrubbery and other beautification efforts.
- Implements an appropriate water conservation program through proper use of irrigation systems.
- Compiles various records, daily work reports, requests for materials and other data required for weekly, monthly, quarterly and annual reports.
- Oversees and/or delegates the installation of holiday lighting throughout Draper City including managing staff, contracts, and procurements.
- Works to achieve all Parks and Recreation Department goals, objectives and plans.
- Supervises and assigns work for all Draper City and Parks and Recreation Department events as assigned.
- Assures compliance with safe working practices and accepted work standards by implementing safety training for division employees on a regular basis.
- Negotiates leases and contracts that are related to the operations of the Parks Division.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

A Bachelor's degree in Parks and Recreation Administration, Turf Management, Forestry, Horticulture, Landscape Architecture/Construction or related field is preferred; however, a combination of experience and/or education may be considered in lieu of a bachelor's degree. Five years landscaping experience, with three years of progressively responsible parks maintenance experience including supervision of full-time staff is required.

Must have a valid Utah Driver's License; CDL or able to acquire one within 180 days of hire; EPA Pesticide Application Certification; ISA Certified Arborist or ability to acquire within one year of hire.

### **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required:



## JOB DESCRIPTION

---

- Knowledge of modern management methods for public parks development and maintenance.
- Knowledge and skill in process, personnel, and time management.
- Knowledge and experience with budgeting principles and practices.
- Knowledge and skill in the selection, functioning, and maintenance of equipment and supplies supporting a parks maintenance function.
- Knowledge of forestry principles, practices and their applications.
- Knowledge of Americans with Disability Act requirements in relation to parks and facility construction and development.
- Knowledge and experience with the installation and maintenance of irrigation and landscape watering systems.
- Ability to communicate clearly, both orally and in writing.
- Ability to handle conflicting requests for service in a diplomatic manner.
- Ability to establish and maintain effective working relationships with supervisors, subordinates and the general public.
- Ability to understand and follow verbal instructions with the capacity to read and interpret written documents and manuals.
- Ability to read and interpret landscape drawings and facility blueprints.
- Ability to plan, coordinate, delegate, supervise, train, inspect and evaluate the work of assigned staff in an effective manner.
- Working knowledge of personal computers and word processing and spreadsheets.
- Thorough knowledge of turf management principles including turf types, watering requirements, fertilization, soil amendments, aeration, herbicide and pesticide applications.
- General familiarity of acceptable tree and plant types and accepted practices of planting, plant care, pruning, watering, fertilizing and other misc. park practices.
- Thorough knowledge of construction equipment, materials and methods employed in park development.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, run and the physical mobility to negotiate around different types of physical locations throughout the City. The employee regularly works around park maintenance equipment and is exposed to equipment vibration, fumes, airborne particles and toxic or caustic chemicals. The employee may occasionally work in high precarious places. The noise level may range from low to very loud.

Unconventional working hours including long hours, evenings, nights, weekends and holidays as needed. This position has exposure to stressful situations as a result of human behavior. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to



## JOB DESCRIPTION

---

100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. Work is often performed under deadlines and time constraints.

*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.*