



JOB DESCRIPTION

TITLE:	Trails and Open Space (TOS) Manager
DEPARTMENT:	Parks & Recreation
GRADE:	17
FLSA:	Exempt
EEO DESIGNATION:	Professional
REVISION DATE:	12/15/2015

POSITION SUMMARY

Under the direction of the Parks & Recreation Director, oversees the year round maintenance and operation of the city's trails and open space. This position performs administrative, supervisory and skilled technical work in the maintenance and operations program of the Trails and Open Space Division including, but not limited to, maintenance of open space and trails, project planning and construction management. The Open Space Manager must have thorough knowledge of the Draper City policies and procedure

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 trail construction and maintenance, facility and grounds maintenance, general repair work, and snow removal systems.
- Assists in developing department operational priorities, goals and objectives, and project schedules.
- In cooperation with the Parks & Recreation Director, prepares, monitors and administers the Trails and Open Space Division's annual budget.
- Coordinates purchase of supplies and equipment with appropriate staff and monitors payments for such purchase requisitions. In cooperation with the Finance Department, develops short and long range plans for equipment procurement.
- Coordinates Trails and Open Space 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.
- Oversees open space and trail development design, specifications, bid documents and construction. Reviews and provides technical input on landscape, irrigation and trail plans submitted to Draper City for park, trails and open space, development. Develops short and long range plans for capital construction.
- Implements an appropriate water conservation program through proper use of irrigation systems.



JOB DESCRIPTION

- Compiles various records, daily work reports, requests for materials and other data required for weekly, monthly, quarterly and annual reports.
- Assures compliance with safe working practices and accepted work standards by implementing safety training for division employees on a regular basis.
- Assists with leases and contracts that are related to the operations of the Parks and Trails and Open Space Division.
- Implements and enforces the Open Space Master Plan.
- Responsible for the work of one or more crews in the construction, servicing, operating and maintenance of all Corner Canyon grounds, facilities and equipment as well as all City trails. Will supervise the building of new trails, bridges and other landscape amenities throughout the City.
- Meets with the public on Trail and Open Space recreation matters. Responsible for the publication of trail guides and maps for Draper City. Will be required to attend some City committee and City Council meetings and provide written reports for administrative review.
- Works to protect wildlife habitats and promote educational programs. Identifies and solves fire prevention issues, erosion issues, water quality problems and watershed protection.
- Identifies encroachment issues on any portion of City parks and open spaces, and arranges for the correction and resolution of these issues.
- Responds to emergencies as they arise. May complete repairs on landscape, irrigation, buildings, electrical and plumbing.
- Establishes and enforces work standards and operating procedures.
- Ensures compliance with established standards of safety practices; completes forms, records and reports. Additional administrative record keeping will be required such as MSDS, and various log sheets.
- Will assist in parks and City streets snow removal in winter, which may dictate being on-call 24/7 during winter months.
- Ability to perform required physical duties.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor's degree in Natural Resource Management, Parks and Recreation Administration, Turf Management, Forestry, Horticulture, Landscape Architecture/Construction, Horticulture, Environmental Science, or related field. Experience equal to six years of full time employment in nature parks, wildlife management, natural resource protection, or soil and water conservation. Prefer some experience in high-use nature facilities and wetland ecology. Five years landscaping experience, with two years progressively responsible parks maintenance experience at the supervisory level. A combination of experience and education may be considered in lieu of individual qualifications. Must have a valid Utah Commercial Driver License.

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



JOB DESCRIPTION

functions. The requirements listed below are representative of the knowledge, skill and/or ability required:

- 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.
- 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.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

Some of the work is performed indoors. The majority of the work is performed in the field and on occasion in inclement weather. 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.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do 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.