

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Parks Project Manager	Job Code: 3212
Date: August 1, 2018	EEOC Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is work which manages park, grounds, landscape, trail, and recreation facility development and renovation projects for the Parks and Recreation Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Assistant Director of Parks and Recreation and performs assigned tasks under general direction. This work is distinguished from Projects Supervisor by its responsibility for total project management and management of lower-level employees.

ESSENTIAL DUTIES: Support the Assistant Director of Parks and Recreation in setting goals, timelines, and benchmarks; execute strategies to meet department objectives; manage all park, grounds, landscape, trail, and recreation facility development and renovation projects; develop standing plans for asset lifespan replacement; provide expert analysis and recommendations to department leaders; update, monitor, and pursue outcomes for Parks and Recreation Master Plan, Recreation Arts and Parks (RAP) funding schedules, and similar plans; determine service needs and develop impact fee analysis plans; coordinate all pre-construction planning for all capital improvement projects and department projects with designers, engineers, and architects; create original and contemporary landscape designs, construction documents, specifications, and renderings; obtain proposals; develop bid documents; estimate accurate costs, quantities, and budgets; authorize payments; negotiate fees; draft contracts and change orders; utilize varied funding sources; prepare grant applications to Federal, State, and private funding sources; manage capital project operations budgets, schedules, and grant awards.

Inspect projects to assure project quality control and timely progress; guide projects through City design review process and CRC process; resolve issues and conflicts; organize, coordinate, and maintain document database including plans, bids, construction schedules, budgets, contractor correspondence, inspection reports, change orders, contract/specification compliance, and other documentation; prepare and submit regular project progress reports to department leaders, advisory boards, design committees, and municipal council; coordinate with department managers on all in-house projects; gather and analyze data; prepare studies; serve on committees including CRC; organize and conduct neighborhood design meetings; obtain citizen input and inform the public on project status via modern communication methods; manage customer expectations; prepare and give presentations to varied groups.

Supervise, plan, and coordinate work of assigned personnel including scheduling of workload and coordinating workflow; oversee staff training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel issues; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions; attend varied meetings; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Landscape Architecture, Horticulture, or Construction Management or related field and four (4) years of progressively responsible experience in park and grounds landscape design **OR** six (6) years of experience including

landscape design and installation, reading engineering plans and design specifications, soil testing, irrigation installation, general park construction, and general computer knowledge **OR** an equivalent combination of education, training, and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

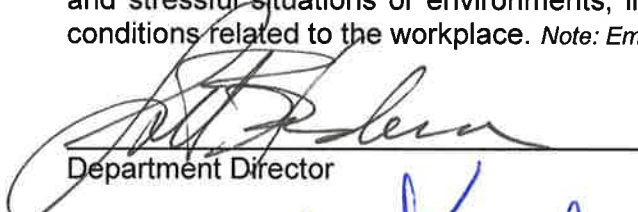
License(s)/Certificate(s): A valid, lawful Utah Driver's License is required. Utah Landscape Architect license required.

SELECTION FACTORS: Knowledge of: goals and objectives of the department; construction, landscaping, and design methods and techniques; project management; processes and procedures in establishing and administering project budgets and cost estimation; related laws, codes, rules, and regulations governing related functions of the position including OSHA regulations; job-related software including CAD, ARC, and design software; policies and procedures established for the work system; basic English composition, spelling, and grammar; the operations, functions, and terminology common to the work. **Skill in:** computer use; landscape design; practicing trust-building behaviors. **Ability to:** apply modern landscape design theory and technique; draft plans; handle engineering issues; manage projects; communicate effectively both orally and in writing; effectively manage the work of others; analyze complex problems and identify solutions; read and understand plans and designs; create landscape designs; quickly and accurately perform work; understand and carry out specific oral and written instructions; deal with the public in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, City departments, contractors, and superiors.

TOOLS AND EQUIPMENT USED: City vehicles, computer, calculator, copier, telephone, landscape design and department-specific software, and other office equipment.

PHYSICAL DEMANDS: Requires sitting at computer or desk for long time periods and physical strength and agility to perform the work, which includes maneuvering on the ground, lifting, and proper use of motorized equipment.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, high noise levels, hazardous conditions, and noxious chemicals. May also involve exposure to heavy traffic and stressful situations or environments, including, contact with the public and other stressful conditions related to the workplace. *Note: Employees of this class may be subject to on-call status.*


Department Director

7/30/18
Date


Mayor/Chief Administrative Officer

8-1-18
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.