



- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Ability and knowledge to forecast future needs of division and skill to develop and implement plans to adequately manage the Parks system.
- Skill in preparing effective oral and written communications.
- Skill in planning and implementing divisional procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Horticulture, Landscape Architecture or related field, **and** five (5) years parks facilities maintenance management or administration experience, two (2) years of which is in a supervisory role; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess a State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

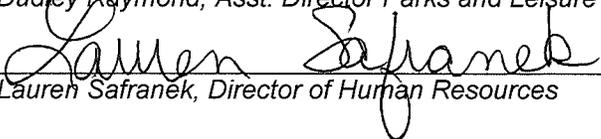
- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling, lifting, standing and walking over rough terrain for long periods when inspecting construction or maintenance sites.
- Must be able to lift up to 30 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment and department vehicles.

Approved By:

  
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 Dudley Raymond, Asst. Director Parks and Leisure Services

  
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 Lauren Safranek, Director of Human Resources

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