



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

**TITLE:** Parks Project Manager      **LAST UPDATED:** 06/12/2013  
**DEPARTMENT:** Parks and Recreation      **JOB CLASS:**  
**REPORTS TO:** CIP and Planning Manager      **FLSA DESIGNATION:** EXEMPT

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**Summary:** Under general direction of the CIP and Planning Manager, the Parks Project Manager coordinates, directs and manages the implementation and inspection of parks and recreation construction projects within the City; acts as the City representative on parks and recreation construction projects; Assists the Manager in coordinating the master planning and design development process; coordinates assigned activities with other departments and outside agencies. This position will also provide supervision over technical and professional consultants.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Assists senior staff and/or represents the City for parks and recreation construction projects.
- Manages and coordinate the activities of engineers, architects, landscape architects, surveyors and other consultants in the preparation of construction documents and contracts for parks and recreation construction projects.
- Serves as technical liaison between consultants and City departments for the design development of parks and recreation projects.
- Manages construction contracts for park and recreation construction projects.
- Meets with homeowners and civic groups separately or with consultants to assess needs and develop master plans for future facilities.
- Assists different civic groups and volunteer organizations in the development of projects that may be located on public properties.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
- Holds pre-construction meetings with contractors; meet with contractors to interpret construction documents; coordinate and conduct meetings with building and construction professionals to address matters relating to inspections; provide technical guidance and interpretation; ensure compliance with city and industry standards, procedures and regulations.
- Initiates/and or accepts minor deviations from standards and/or construction documents.
- Observes work during progress and upon completion for conformance to plans and specifications; ensures compliance with building and construction standards, codes, ordinances and regulations;



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- Establishes policies and procedures for preliminary and final inspections; oversees construction project closeout activities; determine acceptability of construction work and sign off on project completion.
- Maintains an archive of submittals, record drawings and close out documents
- Reviews and approve contractors' monthly estimates for payment.
- Provides technical support assistance to the other departments as assigned.
- Assists Senior Staff in review of plats and site plans to insure compliance with park ordinance, Parks, Recreation, Open space Master Plan and the Hike and Bike Master Plan.

**Other Important Duties:**

- May be required to work extended evenings and weekends.
- Travels to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of City policies and procedures.
- Knowledge of industry standards and specifications for park construction projects.
- Knowledge of mathematics including algebra, geometry, and trigonometry as applied to construction inspection work and to perform mathematical computations rapidly and accurately.
- Knowledge of materials and equipment used in park and recreation construction projects.
- Pertinent Federal, State and local laws, codes and regulations.
- Ability to read and interpret blueprints, plans and specifications.
- Knowledge of accepted safety standards and methods of construction.
- Skill in planning, organizing, coordinating and directing complex projects.
- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Proficiency in the use of computers and related equipment, hardware and software.

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

- Bachelor's degree from an accredited college or university with major coursework in Landscape Architecture, Engineering, Architecture, Construction or a related field; certification as a Professional Engineer or Registration as a Landscape Architect or Architect is preferred but not required **and** a minimum of Three (3) years of construction experience involving the construction and maintenance of parks and structures **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and motor vehicle records check.
- Must possess valid State of Texas Drivers License.



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

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of walking, standing and sitting for extended periods of time.
- May be subject to exposure to extreme weather conditions.
- May work extended hours, evenings and weekends.

**Equipment and Tools Utilized:**

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

*Approved By:*

Signed by Rick Wieland, Director of Parks and Rec  
*Rick Wieland, Director of Parks and Recreation*

06/12/2013  
*Date*

Lauren Safranek, Director of Human Resources

06/12/2013  
*Date*