

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Parks Project Manager
FLSA Status: Exempt

Department: Parks, Recreation, & Cultural Services
Reports to: Parks, Recreation, & Cultural Services Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Parks Project Manager assists with the planning, design, development, construction, operations and maintenance of current and future parks and recreation resources throughout the City.

Essential Functions

- Supports and models the identified vision, values, and behaviors of the organization.
- Manages a wide range of small park-related capital projects, generally costing between \$20,000 - 250,000. Prepares and examines plans and contract documents, determines purchasing method, manages bidding and contract approval, and manages construction through project closeout.
- Works with staff to analyze and prioritize ongoing short and long term risk management and maintenance needs of parks and associated structures and facilities.
- Assists in the development and updating of City plans, including but not limited to the Parks, Recreation and Open Space Plan; the park master plans; and assists in updating other City plans, such as the Comprehensive Plan and Shoreline Master Plan.
- Participates in, coordinates and conducts public meetings.
- Assists with the preparation and administration of the Department's Capital Improvement Program (CIP) budget;
- Maintains project and maintenance records.
- Develops, negotiates, and recommends approval of contract and insurance agreements.
- Prepares and directs the preparation of reports.
- Assists with the preparation and administration of assigned division budgets; participates in the forecast of funds needed for staffing, equipment, materials, supplies; monitors and approves expenditures; implements adjustments.
- Recommends and participates in setting direction, goals, objectives, and priorities for the department.
- Provides staff support to City Council Committees and citizen advisory bodies as assigned; Serves as lead staff to Parks & Recreation Department Advisory Board. Prepares materials and makes presentations to elected officials and the public.
- Collaborates and works closely with other departments and governmental agencies.
- Prepares, writes, and administers grants for park and open space acquisitions and facility developments.
- Performs other duties as assigned.

Secondary Functions

- May serve as Acting Director in the absence of the Park, Recreation, and Cultural Arts Director.
- Coordinates joint projects with school district staff.
- Serves on and participates in various committees.

Job Scope

Position involves frequent new and varied work situations with a high degree of complexity. The incumbent operates independently with minimal supervision and determines own practices and procedures and contributes to the development of new concepts.

Interpersonal Contacts

Incumbent has extensive and frequent internal and external contacts.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, materials, and techniques used in park planning, design, development practices, engineering and construction techniques.
- Contract, project and construction management.
- Comprehensive Capital Improvement Project planning, budgeting, scheduling and management.
- Basic modern principles and practices of park and recreation management, land and urban planning, economics and park/recreation facility development.
- Contracts and complex bid specification requirements and processing.
- City practices, standards, codes and procedures for design and construction projects.
- Standard land acquisition practices.
- Materials, equipment, methods and practices essential to the construction, maintenance and repair of parks and related facilities.
- The practice and principles of park and facilities management, development, and operations.
- Principles and practices of governmental accounting including project budget management.

Skilled in:

- Application of principles and practices of parks and recreation administration, project management, and grant writing and administration.
- Planning and managing capital Improvements projects.
- Preparing requests for proposals, establishing selection criteria, and selecting consultants and contractors.
- Creatively eliminating barriers to Park development.
- Analyzing proposed park construction projects and generating effective recommendations regarding their feasibility.
- Establishing priorities and schedules for staff and projects.
- Gaining funding commitments through advocacy and persuasion.

Ability to:

- Manage multiple projects concurrently and maintain project schedules; plan and organize work to complete work within schedules and timelines.
- Design, plan, and oversee short and long range construction, maintenance and repair projects.
- Interpret information or concepts to effectively resolve problems and make appropriate decisions.
- Communicate with co-workers, staff, managers and the general public in a clear, concise manner.
- Compose an array of information in a manner that effectively informs, instructs, diagrams, trains and/or solicits input.
- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.

Mental Abilities

Continuous independent judgment and/or action, and the ability to understand and speak English; frequent decision making, interpersonal skills, teamwork, creativity, customer service, and ability to write and read English; occasional use of discretion, problem analysis, negotiation, and performance of basic math; and rare presentations/teaching.

Physical Abilities

Frequent standing, walking, sitting, talking, and hearing; occasional; and rare stooping, reaching, kneeling, handling, bending, and repetitive motions of hands and wrists and repetitive motions of feet. Incumbent must be able to lift, push, and pull 50 pounds and carry 20 pounds.

Education and/or Experience:

Bachelors degree in Parks Administration, Park Planning, Urban or Regional Planning, Landscape Architecture, or related field plus five (5) years experience in park planning with a full range of project development and management experience, including grant preparation; OR any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities of the position. A minimum of one (1) year of public sector experience is desirable.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions:

Work is primarily performed in an office environment with occasional field visits, which could involve walking in rugged terrain and/or exposure to outside weather conditions. Work may include exposure to chemical fumes, dust and odors. May occasionally be required to work irregular hours including some evenings and weekends. Driving to conduct work is required.