

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Park Operations & Maintenance Coordinator      Job Code Number: 715  
Department: Parks & Recreation      Grade Number 14  
Division: Parks Maintenance      FLSA Status: Non-Exempt  
Date: July 22, 2024      Location: CenterPlace

### GENERAL PURPOSE

Performs a variety of contract administration, supervisory, technical, and skilled maintenance work in the city park system, including turf and irrigation systems, lighting systems, natural resource/vegetation management, playground inspections, aquatic facility systems, and general building and grounds maintenance for the Parks & Recreation Department. This position is responsible for the day-to-day oversight, inspection, and management of multiple landscaping maintenance contracts and other contracts related to the operation and maintenance of the City's park system.

### SUPERVISION RECEIVED:

Works under the general supervision of the Parks and Recreation Director.

### SUPERVISION EXERCISED:

Exercises supervision over park maintenance workers and oversight of contractors who perform services related to operations and maintenance of the city park system.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and monitors a variety of parks contracts with private service providers and responds to complaints regarding park facilities.

Conducts site visits to all city parks to detect and evaluate potential facility, maintenance and operational issues, safety hazards, damage and needed alterations; coordinates appropriate improvements and responses.

Receives, reviews and investigates complaints related to park operations, grounds and facilities; initiates corrective action or assigns the issue to the appropriate individual(s) for resolution.

Assists the Parks & Recreation Director in developing project lists and long-term planning of park operation and maintenance activities.

Provides technical assistance in design, layout and installation of projects and prepares maintenance and/or construction cost estimates.

Coordinates maintenance of city park infrastructure and utilities with other public and private service providers such as water, sewer, power and transportation districts or agencies.

Collaborates with the Recreation division to coordinate with contractors and other partners for the preparation, operation, and maintenance of athletic fields, aquatic facilities, picnic shelters and other rental facilities for use by paying patrons.

Inspects park facilities and equipment and recommends maintenance and construction needs. Inspects ongoing and completed projects. Verifies work completed and quality of work in all phases. Completes various forms and reports, including incident reports, job cost reports, contractor work reports, work orders, estimates and purchasing paperwork.

Determines needs for materials, equipment, and contract services. Oversees the development of plans and specifications, cost estimates, coordinates required advertising for bids. Reviews bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and selection criteria.

Coordinates the procuring of necessary materials, permits, certificates, etc. for in-house projects.

Regularly supervises seasonal and full-time employees providing park operational and maintenance services. Directs the work of subordinates and monitors performance and production. Assesses performance and establishes training schedules.

Schedules and provides training in the proper operation, use and care of equipment. Conducts safety and other training sessions. Inspects job sites for safety issues and proper practices.

Advises Parks Director, City Attorney, and other city officials in matters relating to park operational and maintenance activities; provides information to various civic, school and public groups and individuals regarding park system operations and maintenance services.

Acts as liaison with other departments and agencies; works cooperatively with City leaders and staff, community leaders, contractors, vendors and the general public as needed to complete the work.

May be required to be on-call and/or called back to work with or without notice to respond to the park maintenance needs of the City.

Performs other related duties as required.

#### PERIPHERAL DUTIES

Provides backup to subordinate positions as needed.

Serves on various employee or other committees as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Bachelor's degree from an accredited college or university in Parks & Recreation Administration/Management, Landscape Architecture, Business or Public Administration, Turf Management or other related field; and
- B) A minimum of four (4) years of experience in a responsible administrative, operations, and supervisory capacity in the Park Operations field; or
- C) An alternative combination of education and experience may be considered.

Necessary knowledge, Skills and Abilities:

- A) Knowledge of best management practices and principles related to park grounds and facilities maintenance and repair, associated software programs, staff training, and risk management.
- B) Knowledge of operation, design, repair and maintenance of irrigation systems, turf grass, athletic fields, playgrounds, spray parks, hardscapes, picnic shelters, restrooms, lighting systems, fencing, signage, natural areas, etc.
- C) Knowledge of fiscal planning and monitoring.
- D) Knowledge of the principles of supervision, training and performance evaluation.
- E) Knowledge of the use of a personal computer, including word processing, database development and spreadsheets.
- F) Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- G) Skilled in establishing and maintaining effective working relationships with contractors, subordinates, other department managers, city officials, engineers, architects, property owners and the general public.
- H) Ability to plan, direct, evaluate and implement improvements to maintenance programs.
- I) Ability to interpret and apply applicable Federal, State, and local ordinances.
- J) Ability to read and interpret construction plans, specifications and blueprints, and to recognize deviations from such plans in the construction process.

**CUSTOMER SERVICE**

A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both

the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## SPECIAL REQUIREMENTS

Valid State Driver's license or ability to obtain one.

Possession of or ability to obtain National Certified Playground Safety Inspector (CPSI) certification within 3 months of hire.

## TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup truck, compressors, generators, common hand and power tools, shovels, wrenches, etc. Copy and fax machines, cellular phones and personal computers including word processing, spreadsheets and other software.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and to reach with hands and arms. The employee frequently is required to walk, stand and talk or hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl and to smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in

high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

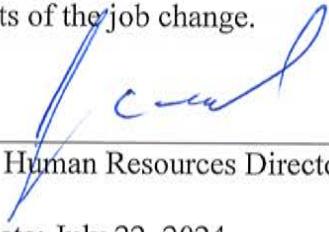
The noise level in the work environment is occasionally loud in field settings, and usually moderately quiet in office settings.

#### SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:   
Human Resources Director

Approval:   
City Manager

Effective Date: July 22, 2024

Revision History: July 22, 2024 Established