

# THE MORRIS COUNTY PARK COMMISSION

## Job Description

Title: Manager of Park Maintenance

Full Time  - Salary Grade: Confidential - III - Manager

Division: Park Maintenance and Natural Resources Management

Effective Date: 10/17/2022

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Approved by: R. Vitale

### **Position Charter:**

Under the direction of the Director of Park Maintenance & Natural Resources Management or his/her designee, manages, coordinates and supervises the execution of both in-house and contracted park maintenance activities related to facilities, grounds, trails and snow removal in the Morris County Park System in accordance with regulations and procedures established by the Park Commission, local, state and federal agencies. This position is responsible for the oversight of Park Maintenance Department staff, including the Mechanics Unit.

### **Essential Functions:**

#### Planning

- Assists with the establishment of goals and objectives for the Park Maintenance Department focusing on efficiently and safely maintaining parks and associated facilities to a high standard.
- Assists with the development of work plans, policies, standard operating procedures, key performance indicators and measurement standards to optimize the overall operating efficiency of the Department and delivery of quality customer service.
- Identifies necessary maintenance related improvements and repairs throughout assigned areas and works to achieve said improvements with Department staff, other Division staff, and/or outside Contractors.
- Assists in the development of annual operating, capital and Park Improvement Trust budgets. Monitors expenses throughout the year to ensure prevention of over expenditures.
- Forecasts major equipment and vehicle needs for the Department.
- Assists in the development of long-range plans for the maintenance and development of parks and associated facilities.
- Researches and implements systems for managing park assets, tracking maintenance needs, and evaluating labor and capital investments required to perform park maintenance functions.

#### Oversight of Maintenance Operations

- Plans, prioritizes, assigns and reviews the work of Department staff to ensure parks are maintained to a high standard.
- Implements Park Commission policies, procedures and management plans in the maintenance of parks and associated facilities.

- Conducts regular inspections of assigned parks and associated facilities to identify areas for both routine maintenance and necessary repairs and improvements.
- Guides and provides technical assistance to Department supervisors and staff to accomplish objectives and optimize Department efficiency.
- Exercises direct and indirect supervision over personnel in assigned program areas.
- Monitors the status of work assignments and ensures employee engagement, productivity, and compliance with safety policies and protocols.
- Develops effective communication tools to relay goals and objectives to Department staff such as staff meetings, maps, reports, project lists and schedules.
- Identifies and organizes training opportunities for Department staff.
- Ensures proper use and care of equipment, materials, and supplies.
- Coordinates and secures all necessary permits and approvals, when and if necessary, for regular operations and special projects.
- Conducts employee performance evaluations as required; recommends employee actions including performance improvements and disciplinary actions.
- Manages and approves time sheets, including overtime.
- Participates in the interviewing and hiring of Department staff.
- Leads by example and coaches employees with a focus on teamwork, performance excellence and customer service.
- Maintains Department records and logs, including but not limited, to work reports, pesticide application records, and service records.
- Ensures compliance with established Park Commission, PEOSHA, and Right-to-Know requirements within the Department reporting compliance issues to the Director of Park Maintenance and Natural Resources for communication with the Safety and Compliance Coordinator and the initiation of corrective measures where appropriate. Incumbent will cooperate in efforts to resolve issues.
- Uses computer-based management systems for maintenance programs and standard operating procedures, report filing, budget control, purchasing, scheduling, timekeeping and inspections

#### Contract Management and Purchasing

- Assists with the Department's purchasing needs in accordance with government purchasing laws and requirements; initiates purchases of supplies, tools and other related equipment as needed and/or directed.
- Approves orders of supplies and materials by Department staff.
- Prepares public bids and requests for proposals for regular maintenance service contracts and special projects.
- Administers regular maintenance related contracts, including but not limited to, Turf Mowing and Routine Landscaping Services; Seasonal Turf Fertilization and Weed Control Services; Portable Sanitation Services; and Septic Pumping Services. Monitors Contractor performance to ensure specifications are adhered to and objectives are met.
- Evaluates equipment and materials for purchase.
- Prepares specifications and obtains quotes from Vendors and Contractors to inform purchasing decisions and produce cost estimates for budgeting purposes.

#### Coordination/Collaboration

- Coordinates with other Park Commission Divisions on regular maintenance activities and cooperative projects and programs as required to achieve organization goals.

- Promotes cooperation and teamwork among inter-Divisional staff and volunteers.
- Represents the Park Commission and acts as general liaison for park maintenance related matters with property owners, civic groups, non-profits, private sector partners and governmental agencies; and maintains effective working relationships with such groups.

#### Other Duties

- Presents on park maintenance related issues, challenges and Department activities to senior management, Park Commissioners and Committees.
- Regularly responds to requests, concerns and complaints from park users and neighbors. Recommends corrective action and directs staff to remedy issues as appropriate.
- Develops notification letters and other public information materials as necessary.
- Although not part of daily duties, may be called upon to assist with Park Maintenance tasks as needed and/or required.
- Is on call on a 24-hour basis to respond to emergency situations, including but not limited to, storms and snow events.
- Monitors trends, technological and equipment innovations and other new developments in park maintenance.
- Develops programs to utilize volunteers to accomplish park maintenance objectives, including corporate groups and Eagle Scout candidates.
- Utilizes Collector for ArcGIS and GNSS receivers to collect data on park assets and maintenance needs and activities.
- Assists the Director of Park Maintenance and Natural Resources Management with grant applications, tracking and reporting.
- Completes other tasks and projects as assigned.

#### **Qualifications:**

##### Education and Experience

- Formal education and training showing attainment of the level represented by a minimum of an Associate's Degree in a related field is required. A Bachelor's Degree in Parks, Recreation and Facilities Management, Landscape Architecture, Horticulture or similar field is preferred.
- A minimum of six years demonstrated managerial experience focused on facility, grounds or park management.

##### Licenses and Certifications

- Possession of a valid New Jersey driver's license is required. Possession or the ability to obtain a CDL is desirable.
- Professional certification in the Parks and Recreation Field is preferred (CPRE, CPRP, CPSI).
- Applicant must possess a NJ Pesticide Applicator license in the categories required for grounds maintenance operations or have the ability to obtain license within the first 6 months of employment.
- Possession of or ability to obtain landscaping, grounds management and tree maintenance licenses and certifications such as ISA Certified Arborist, NJ Licensed Tree Expert and Rutgers Public Grounds Management.

## Skills & Abilities

- Demonstrated knowledge, skills and experience in the following areas is required:
  1. Effectively organizing, managing and supervising field maintenance crews to meet organizational goals.
  2. Experience preparing annual budgets and cost estimates, and monitoring expenditures.
  3. Knowledge of, and experience with, government purchasing methods and requirements.
  4. Knowledge of, and experience with, the methods, materials, tools and equipment associated with park, grounds and building maintenance.
  5. Experience inventorying assets and maintaining such records in an effective manner.
  6. Experience with the safe use, operation, maintenance and transportation of vehicles, tools and equipment used for park and grounds maintenance.
  7. Thorough working knowledge of MS Office software programs including Word, Excel, Access and PowerPoint.
- The following knowledge, skills and abilities are desirable:
  1. Knowledge of sustainable trail maintenance practices and standards.
  2. Knowledge of building and construction materials, methods and tools.
  3. Knowledge of ESRI GIS software; principles, standards and terminology in GIS/GPS; and applications of GIS (e.g., ArcGIS for Desktop 10.5 or higher, ArcGIS Online, Collector for ArcGIS), and GPS (GNSS receiver or integrated unit technology).
  4. Knowledge of and experience with computerized asset management and work order systems.
- Additional abilities required for this position:
  1. Strong interpersonal skills and ability to communicate effectively with staff, the public, partners, consultants and contractors both verbally and in written form.
  2. Ability to establish and maintain effective working relationships with County employees, other Federal, State and local governmental representatives, contractors, consultants, vendors, media and the general public.
  3. Good organizational and time management skills. Ability to complete assignments and projects by established deadlines with minimal supervision; and to manage both field assignments and office/administrative duties.
  4. Position requires substantial independent judgement and decision-making. Ability to analyze problems, evaluate alternatives and make sound decisions and recommendations, occasionally in high pressure situations.
  5. Ability to multi-task and work in a fast-paced environment.
  6. Ability to adapt to changing circumstances and organizational priorities.
  7. Ability to read, understand and follow construction blue prints and/or specifications.
  8. Ability to learn and remain up to date on applicable Federal, State and County regulations, best practices and policies affecting department activities
  9. Ability to present on department accomplishments and challenges to senior management, Park Commissioners and outside groups.

10. Ability to conduct physically demanding work including lifting and carrying supplies, equipment and material up to 60 lbs.
11. Ability to work in inclement weather conditions.
12. Ability to understand, remember and carry out verbal and written direction; to give suitable assignments and instructions to individuals working in parks; to provide individuals with the necessary advice and assistance when difficult and unusual problems arise and check their work to so see that proper procedures are followed, that reasonable standard of workmanship and output are maintained and that desired objectives are achieved.
13. Ability to perform the essential functions of the position with or without reasonable accommodation.

**Working Conditions:**

- Required to work in both field and office environments. Significant amount of time is spent working outdoors in all weather conditions.
- Regular travel to and from work sites required.
- Occasionally must work with chemicals; in confined spaces; or around extreme noise or vibration.
- Must lift moderate to heavy objects, materials, tools and equipment weighing up to 90 pounds.
- May be required to operate heavy equipment.
- Required to interact with customers of varying dispositions in parks, via phone and email, and occasionally when requested at place of residence or business.
- Considerable time standing, sitting, walking, driving, kneeling, stooping crouching, squatting, climbing ladders, crawling and twisting of upper body.

Incumbent may delegate to subordinate part of the responsibility but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.