



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## PARKS AND LANDSCAPE MANAGER

**HOURLY \$39.55 – \$49.39**  
**ANNUAL \$82, 260 – \$102,732**

FLSA Designation	Exempt
Established	May 2012
Revised	January 2021
Classification	300: Management
Range	351: Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEPARTMENT / DIVISION** Parks and Landscape Services

### SUMMARY DESCRIPTION

Receives general direction from the General Manager. Exercises direct and general supervision over maintenance staff. Plans, directs, manages, supervises, and coordinates the activities and operations of the parks and landscape division within the District; provides technical advice to the County and conducts Capital Improvement Projects; coordinates assigned activities with other District divisions, outside agencies and the general public; provides highly responsible and complex administrative support to the General Manager; and performs related work as required.

### IDENTIFYING CHARACTERISTICS

This is a management classification that manages all construction, maintenance, and repair of the Town’s parks, landscaped areas, and facilities. The incumbent organizes and oversees day-to-day activities and is responsible for providing support to the General Manager in a variety of areas related to park and landscape maintenance. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Successful performance of the work requires an extensive maintenance background as well as skill in coordinating departmental work. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines. The Park / Landscape Manager is also responsible for the development, administration, and control of the associated budget(s).

## **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Plans, manages, and oversees the daily operations and activities of the Parks and Landscape Division.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends within Town policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the General Manager.
4. Participates in the development and administration of and oversees assigned budgets; determines and procures equipment and materials needed for assigned operations and projects.
5. Participates in the selection of, trains, motivates, and evaluates assigned staff; works with employees on performance issues; recommends disciplinary issues to the General Manager.
6. Trains staff in work and safety procedures and in the operation and use of equipment and tools; implements safety procedures and standards.
7. Manages and participates in all activities related to the maintenance and repair of Town parks, landscaped areas, buildings, and related assets and facilities to ensure safe and efficient access for the public.
8. Participates in Capital Improvement Program (CIP) planning activities; provides input into the conceptual design of capital improvement and maintenance projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
9. Ensures compliance with regulatory programs and reporting requirements.
10. Meets and confers with contractors, engineers, a variety of outside agencies, and the general public in acquiring information and coordinating matters related to the Town's parks, landscaped areas, buildings, and related facilities.
11. Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Town standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
12. Serves as a liaison for the Parks and Landscape Division to the County, outside agencies, and the public; negotiates and resolves significant and controversial issues.

13. Provides staff assistance to the General Manager; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to the Board of Directors and various committees.
14. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and landscape maintenance; researches emerging products and enhancements and their applicability to Town needs.
16. Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
17. Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
18. Performs other duties as assigned.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management. Principles and practices of budget development and administration and contract administration. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the Parks and Landscape Division. Methods, materials, and techniques used in the construction, maintenance, and repair of parks and landscape assets and facilities. General principles of risk management related to the functions of the assigned area. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to parks and landscape maintenance and repair. Recent and on-going developments, current literature, and sources of information related to the operations of the Parks and Landscape Division.

Principles and procedures of record-keeping and reporting. Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

**Ability to:**

Recommend and implement goals, objectives, and practices for providing effective and efficient services. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures. Evaluate and develop improvements in operations, procedures, policies, or methods. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Analyze, interpret, summarize, and present technical information and data in an effective manner. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical and staff reports. Effectively represent the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Oversee the development and maintenance of a variety of filing and record-keeping systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Park / Landscape Manager - Equivalent to graduation from an accredited four-year college or university with major coursework in construction management, horticulture, engineering, business administration, or related field and five (5) years of increasingly responsible experience in construction, maintenance, and repair of parks, facilities, landscape, and related infrastructure, including three (3) years of supervisory experience.

**License:**

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record. Must currently hold a Certified Pool Operator (CPO) Certificate. Possession and maintenance of a Qualified Applicator Certificate issued by the California Department of Pesticide Regulation. A Certified Arborist Certificate is desirable. A Playground Inspection Certificate and a Pest Control Advisor Certificate issued by the California Department of Pesticide Regulation is desirable. A background check will be conducted.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, exposure to hazardous traffic conditions and rough terrain, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information. May be required to work on evenings, weekends, and holidays.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull 50 pounds or heavier amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.