



PARKS SPECIALIST

Department: Parks and Recreation

Job Class: 865500

Pay Range: Maintenance/Trades 30

FLSA: Non-exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is an operational supervisory position within the Parks and Recreation Services Department. The responsibilities of this classification include planning, organizing, scheduling, overseeing, performing, and supervising all aspects of the programmatic support of operations within parks, buildings, and public grounds. An employee in this classification will be responsible for assuming all operational aspects of planning, coordination, safety of the park environment, and performance of a wide variety of duties that support the scheduled programs and operations of the park as necessary.

ESSENTIAL FUNCTIONS:

- Plan, organize, schedule, oversee, perform, and supervise all aspects of the parks, public grounds, and/or facilities that support programs and services. Develop the work plan and schedule resources to meet daily, weekly, and monthly operational needs.
- Identify maintenance deficiencies, manage and update the work order system, and coordinate with Facilities Management’s maintenance staff in conjunction with Community Center Manager and other Park Specialists. Plan, direct, and perform work in the repair of parks grounds such as turf and landscaped areas, irrigation systems, courts, athletic fields, golf courses, trails, trailheads, camp areas, picnic areas, waterfront areas, , and playground structures.
- Supervise staff and schedule training opportunities. Develop, schedule, monitor and evaluate work plans and programs. Determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff. Determine performance standards. Implement, evaluate and participate in planned maintenance projects.
- Conduct performance evaluations. Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and provide adequate coverage during staff absences.
- Investigate, respond to and resolve public complaints and inquiries. Promote good relationships with the staff, user groups, neighbors and park visitors. Develop partnerships and coordinate with Fire, Sheriff, and other public entities involving park lands, County security services, Facilities Management’s Maintenance Division, and physical site improvements.
- Coordinate activities with other departments thorough out Pierce County. Attend and facilitate meetings. Represent Pierce County on various boards and committees.
- Determine materials, supplies, and cost estimates for projects. Order supplies and materials. Coordinate procurement of contract services, materials and lease equipment.
- Assess staff’s work assignments in various stages of projects completion.
- Provide “best practices” to staff on work assignments.
- Communicate proactively with co-workers, management, and client departments about projects and work status.
- Operation and care of equipment and systems such as various mowing and trimming equipment, sprayers, hand and power tools, refrigerant and ice surfacing equipment, trucks, backhoes, irrigation systems, park and/or construction related equipment.
- Coordinate or apply herbicides; maintain appropriate records in accordance with established laws and regulations.

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- Research, request and complete purchase orders, work orders and other documents as necessary.
- Initiate and coordinate appropriate permit applications. Coordinate assigned activities of all external contractors.
- Manage natural resource lands for habitat and wildlife protection. Establish and maintain inventory of trees and plants.
- Ensure all project assignments conform to standards and code requirements.
- Assist supervisor in budget planning, preparation and implementation. May be asked to assist in determining usage fees for park facilities.
- Research and prepare reports and proposals as requested, such as daily reporting of equipment and fuel usage, FEMA storm documentation. Assist with required reports such as division accomplishments and updates to deferred maintenance lists.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule as needed, which may include evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work in this position is performed under the direction of an administrative supervisor with considerable independence, also within the framework of established policies and procedures and is reviewed for overall effectiveness and adherence to standards and proper operation. Assignments are received in the form of oral and/or written instructions and are to be carried out in the most efficient manner possible. Work is monitored through reports and discussions to ensure conformance with County standards and general instructions. The position has supervisory responsibility for assigned staff, including temporary hires and volunteers.

WORK ENVIRONMENT:

The Parks Specialist works in the field at assigned park locations and at a park office. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Work is subject to frequent interruptions.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Peak and prolonged physical effort may be required on a regular basis in this position. Frequent lifting or carrying objects up to 50 pounds may be required. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. Physical labor is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The standards, methods, materials, tools, codes, and equipment used in order to safely operate and maintain parks and equipment. .
- Grounds maintenance.

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Updated: 5/2012, 2/2013; 11/2017; 7/2018

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- Risk management and safety guidelines.
- Horticultural and landscape practices.
- The principles of park standards.
- Occupational hazards.
- Parks programmatic standards and work plan development.
- Basic computer skills.
- The safe operation and maintenance of equipment including, but not limited to, trucks, trailers, mowers, and power equipment.

Skill in:

- Reading and working from blueprints.
- Recognizing safety and maintenance problems.
- Identifying hazardous conditions and coordinating corrective action.
- Enforcing rules and regulations.
- Reacting quickly and calmly to emergency situations.
- Planning, assigning, supervising and evaluating the work of regular, seasonal and/or supported employees, youth, volunteer and community service workers.
- Effectively performing and training others in job skills.
- Leading and motivating subordinates.
- Conflict resolution.
- Basic mathematics skill is essential.

Ability to:

- Work independently.
- Facilitate and conduct meetings.
- Establish and maintain effective working relationships and communication with supervisors, parks staff and public.
- Communicate clearly, both orally and in writing.

MINIMUM REQUIREMENTS TO APPLY:

Four or more years of experience related to the operation of parks, recreation facilities, trails, and open space which includes supervisory/lead experience OR any equivalent combination of experience and education is required. Possession of or ability to obtain a CPR/First Aid Certification, a valid Commercial Driver's License (CDL), and/or a valid Pesticide Applicators license is desired.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Employees may be subject to 24-hour on call availability. Ability to successfully complete all required background investigations. A valid Washington State driver's license is required or the ability to otherwise meet the travel requirements of the position. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to the appointment.