

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION MANAGER – PARKS AND TRAILS
CLASS CODE: 2096

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 2/27/2015 (REVISED 5/9/2000)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under general direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities of the Parks and Trails Division of Public Works.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the works of the division.

Makes staffing decisions within the division including hiring, training, performance evaluations, scheduling of workloads and job assignments, safety awareness, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, Parks division contracts, and appropriate personnel documentation within the division; and sets division's goals.

Supervises and correlates division involvement within the department, and with other County departments, volunteer groups, private partners, and other outside agencies including scheduling construction and maintenance contractors.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the division.

Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures.

Ensures all aspects of health and safety within the parks including inspections of County trails.

Assists in planning, designing, and monitoring construction of all new park and trail facilities.

Performs public relations by responding to all questions, complaints, and problems relating to the usage of County parks and trails including distributing informational brochures and documents.

Prepares reports for State and Federal agencies when their funds are used on specific projects.

Responds to emergency situations on an on-call basis as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The principles, practices, materials, and equipment used in the repair, maintenance, and construction of parks and trails.

The Principles and practices of parks management including buildings, property, and budget administration.

CLASS TITLE: DIVISION MANAGER – PARKS AND TRAILS

CLASS CODE: 2096

PAGE 2

Supervisory techniques including ability to resolve conflicts and complaints.

Landscaping, sprinkler systems, plumbing, and electrical.

Skill in:

Reading, writing and math.

Interpersonal communication.

The use of hand and power tools and light and heavy equipment.

Word processing and basic programs.

Document composition.

Ability to:

Maintain cooperative working relationships with those contacted in the course of work activities.

Communicate effectively verbally and in writing.

Maintain files, records, and reports.

Coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically:

Sit at a desk or table.

Drive a motor vehicle.

Regularly:

Walk, stand or stoop.

Work for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lift or otherwise move objects weighing up to 80 pounds.

Use tools or power equipment requiring training and a high degree of dexterity.

Need to distinguish between shades of color.

Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled room. Work is performed in a very noisy place. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily injury from sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to unknown and possibly dangerous conditions.

EDUCATION AND EXPERIENCE

Bachelors Degree in Engineering, Construction, Parks Management, or closely related field and five (5) years work experience performing engineering, construction, park management or related activities including two (2) years in a supervisory capacity. Equivalent combinations of education and experience may also be considered.

CLASS TITLE: DIVISION MANAGER – PARKS AND TRAILS
CLASS CODE: 2096
PAGE 3

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Incumbents must possess or obtain Fork Lift certification during the probationary period for new hires or during the trial period for County employees promoted into this classification through a competitive recruitment process.

Selected applicants may be subject to a background check.

Applicant must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.