

PARKS OPERATIONS COORDINATOR

NATURE OF WORK

This is responsible administrative work assisting in the overall management, coordination and direction of operations and maintenance for park grounds and facilities.

Work involves administering, evaluating and inspecting diversified programs and facility operations; preparing and overseeing the budget for assigned areas; and supervising subordinate personnel. General supervision is received from the Assistant Director of Parks and Recreation with work being reviewed in the form of reports, evaluations, conferences and effectiveness of services provided. Supervision is exercised over subordinate staff assigned to the Operations Division.

EXAMPLES OF WORK PERFORMED

Plans, coordinates, implements, oversees and evaluates multiple operations and maintenance projects.

Supervises and evaluates operations, facilities and staff.

Coordinates training and orientation of seasonal maintenance staff.

Assists in budget preparation and expense monitoring for parks and facilities; prepares and maintains required work records and reports.

Assists in developing and implementing policies and procedures related to the operation of park facilities.

Interviews applicants for employment, recommends individuals for hiring, trains and orients employees; performs all other supervisory duties including making assignments for operations and maintenance activities.

Assists in establishment of performance benchmarks and indicators for golf course playing conditions and customer satisfaction; coordinates data collection regarding indicators.

Inspects parks and recreation facilities and grounds for proper operating procedure and recommends necessary changes.

Establishes golf course maintenance standards and procedures recognizing the differing site conditions at each golf course.

Coordinates procurement of materials, supplies and equipment for multiple golf courses.

Works with the media, volunteer groups, and the general public regarding department operations; responds to citizen complaints.

Assists in creating public and private partnerships and in generating revenue from park programs.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, techniques, materials, equipment and safety precautions used in planning, maintaining and operating buildings, facilities, structures, park grounds and related areas.

Knowledge of budget preparation and budget management.

Knowledge of the principles and techniques of effective management and their application.

Knowledge of the rules, methods and procedures involved in planning, scheduling, organizing, implementing and evaluating operations and maintenance procedures.

Ability to prepare accurate and concise revenue and expense reports.

Ability to inspect parks and recreation facilities and grounds and recommend necessary changes.

Ability to establish and monitor meaningful performance benchmarks and indicators for golf course grounds and facilities.

Ability to promote and implement efficient maintenance practices.

Ability to establish and maintain effective working relationships with community groups, co-workers, staff and the general public.

Ability to plan, assign and organize the work of subordinates engaged in the delivery of effective operations and maintenance programs.

Ability to foster and maintain a culture of open and regular communication and cooperation.

Ability to use personal computer programs for word processing and budget preparation and monitoring.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in landscape or grounds maintenance, horticulture, skilled trades or related field plus considerable experience in operations and maintenance of facilities and grounds.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in landscape or grounds maintenance, horticulture, skilled trades or related field plus experience in operations and maintenance of facilities and grounds; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory

performance of assigned duties.

Possession of a Nebraska Certified Pesticide Applicator=s License (within six months of appointment).

Employees may be required to possess any of the following if required by the position to which assigned.

Possession of a National Recreation and Park Association Certified Playground Safety Inspector certification (within six months of appointment).

Possession of National Swimming Pool Foundation Certified Pool/Spa Operator certificate (within six months of appointment).

Possession of Certified Golf Course Superintendent designation by the Golf Course Superintendents Association of America.

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