

City of Oregon City

Position Description

Position: Parks & Cemetery Maintenance Manager	Management
Department/Site: Community Services/Parks-Cemetery	FLSA: Exempt
Evaluated by: Community Services Director	Salary Grade: 144

Summary

Plans, organizes, directs and evaluates the work of individuals, teams, and outside contractors engaged in the construction, maintenance, and improvement of the City's parks, Cemetery, natural resources and related facilities. Reporting to the Community Services Director, this position receives regular direction from the Assistant Parks and Recreation Director and works closely with the Assistant .

Distinguishing Career Features

The Park and Cemetery Maintenance Manager is a first-line management position. It contains a business office / revenue generating component at the Cemetery office. This position is accountable for the appearance, utility, and safety of the City Cemetery and all City parks, grounds, and related facilities. Advancement to this position is through appointment and compliance with the stated qualifications.

Essential Duties and Responsibilities

- Plans, supervises, and evaluates the work of park / cemetery maintenance and office staff. Participates in planning for short and long range projects, then prepares, implements, and monitors work plans to achieve operational goals. Ensures the incorporation of best management practices in municipal park and cemetery operations management. Monitors performance and costs against goals and budgets.
- Develops implements and administers programs, policies, guidelines and procedures related to the construction, maintenance, modification and improvement of the City's parks, cemetery and related facilities.
- Researches new trends, methods, materials and equipment, such as in turf management, irrigation, and the care and maintenance of landscaped areas, recommending improvements to parks and cemetery staff efficiency and productivity.
- Conducts continuous inspections of City park / cemetery facilities for needed maintenance, upgrading or to review the scope of work order requests or complaints. Identifies issues, analyzes problems and works collaboratively with staff and internal customers.
- Directs and participates in preparing specifications, drawings, and plans for the purchase of supplies, materials, equipment and services.
- Manages the Cemetery office and operations. Coordinates with mortuary facilities to schedule the dignified internment of human remains, intern human remains, prepare crypts, niches and ground burial sites, sells burial sites, sells and sets headstones and markers, and may meet with grieving, distressed family members.

- Approves independent contractors, establishes standards for construction and maintenance projects, and inspects work-in-progress and results for compliance with specifications.
- Provides technical consulting to staff, other departments, and the community on landscaping and landscape maintenance.
- Directs, oversees and develops section budget including forecasting additional fund needs for park and cemetery operations.
- Represents Community Services Department when interacting with other departments, public agencies and community organizations and individuals. May coordinate and assist the efforts and activities of community volunteers.
- Assures that park and cemetery maintenance staff employs safe work habits, use of, documentation, and disposal of hazardous materials. Ensures the safety of parks, cemetery and related facilities. Ensures that staff receive, or personally provides training, to perform specific work.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized knowledge of the principles, practices, techniques and equipment used in the construction, maintenance and improvement of parks, cemeteries and related facilities. Requires computer proficiency with knowledge of office related productivity software. Requires knowledge of the methods, techniques, materials, and supplies used in turf management, landscaping, and facility construction and repair. Requires skills in analysis and evaluation of programs, projects, and operational needs. Requires a working knowledge of construction management principles and practices. Working knowledge of the budget preparation and administration process. Requires knowledge of the principles of supervision, training, and performance evaluation. Requires a basic knowledge of pertinent codes and regulations affecting the access to and safety of grounds and facilities. Requires skill in organizing work and building an effective team to respond to a high volume of service requests. Requires a working knowledge of safety and environmental health programs. Requires sufficient math skills to prepare cost estimates and evaluate budget line items. Requires sufficient human relation skills to organize and motivate a work team and to interface with outside customers. Requires language and writing skills to prepare reports and professional correspondence.

▪ Abilities

Requires the ability to plan, develop and maintain programs and projects for the successful operation of the department. Requires the ability to organize and sequence project and routine maintenance tasks to effectively use available staff and resources. Must be able to manage the work activities of field and office staff in a manner that optimizes service delivery. Must be able to operate and demonstrate the use of vehicles, equipment and tools used in maintenance and operations of City parks and cemeteries. Must have the ability to read, understand, and interpret plans, blueprints, and specifications for park projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids. Requires the ability to interpret and follow all rules, laws, codes and regulations governing maintenance work and use of public parks. Requires the ability to prepare and keep clear, complete records and logs of activity, including staff performance. Requires the ability to work cooperatively

with the public and stakeholders. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Requires the ability to function indoors in an office environment and outdoors engaged in work of a physically active nature. Requires the ability to maintain cardio-pulmonary fitness to engage in moderate physical activity. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections. Requires arm, hand, finger dexterity to operate common tools used in building construction and maintenance, operate rolling stock, and use a computer keyboard and other office equipment. May require the ability to lift from floor, waist, or overhead, objects up to 75 pounds on an occasional basis. Requires the ability to function with temperature variations. Requires visual acuity to observe work sites, read written materials, blueprints, plans and schematics. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings.

▪ **Education and Experience**

The position typically requires an Associate's degree with major coursework in park management, landscape architecture, botany/horticulture, forestry, or a closely related field. Requires 5 years increasing responsibility in construction, maintenance and operation of community parks with 3 years in a supervisory capacity. Additional progressively responsible experience may substitute for some higher education.

▪ **Licenses and Certificates**

Requires a valid driver's license. Requires the ability to pass a criminal background check.

Required within six months of employment:

- Public Pesticide Applicator License (Oregon Dept of Agriculture)
- Irrigation Designer Certificate (Irrigation Association)
- Certified Arborist (International Society of Arboriculture)

Required within one year of employment:

- Commercial Drivers License

▪ **Working Conditions**

Work is performed both indoors, where minimal safety considerations exist and, outdoors where exposed to adverse working conditions including work in inclement weather, especially during emergency winter conditions and flood events.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.