

RESOLUTION NO. 06-2011

Amending the Job Description for the Position of
Parks Manager and Amending the Pay Resolution
to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of
Parks Manager; and,

WHEREAS, it is necessary to amend the job description for the position of Parks
Manager to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend Resolution No. 49-2010 to adjust the
salary range of the Parks Manager position from Range 20 to Range 22;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of
Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Parks Manager (Class
Specification No. 166) as per the description attached hereto be and the same is hereby
amended.

SECTION 2. That Resolution No. 49-2010 establishing compensation for
classified positions in the City be and the same is hereby amended to adjust the salary
range for the Parks Manager position from Range 20 to Range 22.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this
Resolution in the appropriate record book.

Adopted March 21, 2011

[signature on file]

President of Council

Attest:

[signature on file]

Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: PARKS MANAGER

CLASS: No. 166

Department: Parks & Recreation

Date: March 21, 2011

Title Revised: 1997

Reports To: Director of Parks and Recreation

Updated: 2011

FLSA Status: Non-Exempt

General Statement of Duties

The Parks Manager is responsible for maintenance of clean, safe parks facilities within the city. He/she performs work assigned independently under supervision of the Director of Parks & Recreation; plans, organizes, supervises, evaluates and modifies parks maintenance practices and programs to maximize productive workflow; coordinates logistics of labor, management, equipment and materials to improve the City's parks. Supervises the Parks Supervisor and five Parks Technicians to achieve unit effectiveness. Predicts budget needs and tracks expenditures for efficient parks maintenance programs. The Parks Manager performs skilled work involving the use of acquired skills as required for park maintenance activities of the City's Department of Parks & Recreation. Special licensing may be involved at times to maintain the position.

Essential Functions of the Position:

Coordinates maintenance and repair program for all City ball diamonds, tennis courts, soccer fields, shelter houses, play equipment and park grounds;

Coordinates tree maintenance with Service Department staff;

Assists in planning long range goals, objectives, organizational structure, and overall direction for the Department;

Supervises Parks Division employees and work activities; ensures appropriate training, assigns job assignments to employees, evaluates work performance, and takes appropriate corrective steps for staff performance issues;

Actively works with the community to initiate volunteer involvement in the parks and coordinates all volunteers with the appropriate city staff;

Works effectively with the Service Department and other City Departments, local agencies, and partners including the Worthington Youth Boosters focusing on building positive working relationships;

Prepares and recommends the budget for the Parks Division; follows purchasing procedures to secure appropriate supplies and equipment for the division operations;

Receives and responds in a timely and professional manner to complaints, concerns and formal work orders;

Represents the Department at various meetings, functions and community gatherings and provides liaison with other Departments on related activities;

Inspects areas for conformance to maintenance and safety standards;

Compiles and updates records of maintenance and repair work to City park property and equipment;

Maintains equipment and materials inventory system including specific plans for maintenance and replacement;

Prepares complex, routine and non-routine reports utilizing a variety of software and maintains accurate and organized reports;

Prepares and maintains training manual to be used by all technicians and supervisors in parks maintenance practices and procedures;

Operates motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Knowledge, Skills and Abilities:

Knowledge of the principles and techniques of standard park maintenance practices;

Knowledge of municipal budget processes and requirements;

Knowledge of computers, data entry and technology.

Thorough knowledge and a high degree of skill in using tools and equipment for park maintenance;

Thorough knowledge of occupational hazards and safety precautions.

Ability to mow grass with both gasoline powered push and riding mowers, trim and remove trees and shrubs as well as operate lawn sprinklers;

Ability to operate fertilizer and chemical spraying equipment and be able to perform landscaping tasks such as raking, seeding, rolling and sod work;

Ability to operate a tractor and all other ground maintenance equipment as well as a truck that may be equipped with a snow plow and salt spreader for snow and ice control;

Ability to carry out assigned tasks with little or no supervision;

Ability to deal with other employees and the public in a tactful and courteous manner;

Ability to operate vehicles equipped with standard transmission.

Ability to lift a minimum of 50 lbs. on a regular basis.

Minimum Requirements of the Position:

Graduation from an accredited college or university with a Bachelors Degree in Parks and Recreation, Park Management, or a closely related field, or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. A minimum three years in parks maintenance or related field with at least one year at a supervisory level.

Must attain a Department of Agriculture license to handle chemical sprays and spraying equipment within six months of hire.

Current, valid Ohio Commercial Driver's License.

CPR/First Aid Certification preferred.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. __ -2011; Effective