

## The Maryland-National Capital Park and Planning Commission

**TITLE: Maintenance and Development**  
**Division Chief**  
**SERIES: Park and Recreation Management**

**GRADE: K CODE: 3430**  
**DATE: 12/17/91**

### Class Definition

Under general direction, manages the Maintenance and Development Division to plan, develop, and implement a comprehensive program for the construction, repair, and maintenance of Commission parks, buildings, and other facilities in one county. The division includes skilled trade shops, heavy equipment crews, horticulture and forestry crews, greenhouses and nursery production facilities, grounds keeping units and building custodians. This is difficult management work, involving considerable responsibility, complexity, and variety. Performs other related duties as assigned.

### Examples of Important Duties

1. Manages division programs. Defines goals and objectives. Sets standards. Develops and interprets policies and procedures. Reviews and approves construction and maintenance programs and special projects. Meets with other managers, planners, architects, and engineers to plan major projects. Coordinates projects with other Commission units and government agencies.
2. Supervises division staff through assistant manager and key division supervisors. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Approves and mediates disciplinary actions. Approves time cards and leave requests. Investigates employee grievances.
3. Manages division budget. Prepares annual budget request. Reviews and controls expenditures in accordance with approved budget. Monitors work of contractors. Approves payment. Reviews material and labor costs.
4. Manages division facilities. Reviews and approves operating procedures (e.g., security, safety) for maintenance yard, trade shops, and other facilities. Conducts inspections. Investigates accidents and property damage. Supervises construction of new parks and buildings, and remodeling of present facilities. Reviews construction proposals.
5. Coordinates externally. Meets with citizens, community groups, business groups, recreation councils, Planning Board, County Council, and other government agencies to identify needs, plan programs, and answer questions about park maintenance and development programs. Investigates complaints.
6. Conducts research. Reviews technical literature, meets with vendors, exchanges information with other government agencies,

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### Examples of Important Duties (continued)

and attends conferences to identify new programs, methods, and equipment which might be useful for division.

7. Keeps records. Maintains records of revenues and expenditures, time cards, inventory of supplies and equipment, accidents, and injuries. Writes periodic administrative reports.

### Important Worker Characteristics

- A. Considerable knowledge of (1) architecture; (2) building and construction trades; (3) business administration; (4) Commission activities; (5) Commission organization; (6) Commission policies and procedures; (7) environmental science; (8) equal employment opportunity; (9) horticulture; (10) landscaping; (11) management; (12) Merit System regulations; (13) parks; (14) public administration; (15) recreation; (16) safety; (17) statistical analysis; (18) supervision.
- B. Skill in operation of (1) auto and (2) calculator.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) use proper spelling, punctuation and grammar; (5) speak clearly; (6) make oral presentations to large groups; (7) organize work efficiently; (8) provide courteous service; (9) settling disputes and negotiating agreements.

### Minimum Qualifications

1. Bachelor's degree in Public Administration, Horticulture, or related subjects, and six years of varied and highly responsible park administration experience that included four years of supervisory experience in one of these areas; or
2. An equivalent combination of education and experience.
3. Knowledge of State pesticide licensing requirements.
4. Valid driver's license or the ability to acquire one.

### Working Conditions

Works in office, conducts field inspections. Considerable pressure to meet deadlines. Exposed to toxic materials on occasion.

