

The Maryland-National Capital Park and Planning Commission

TITLE: Park Manager I
SERIES: Park Activities

GRADE: G
DATE: 01/31/01
CODE: 3231
FLSA: Exempt

Class Definition

Under general supervision, performs a wide variety of professional park operations and administrative work to assist in the planning and implementation of programs and projects within a geographical area. A geographical area includes diverse park facilities and structures that are found within the park system (e.g., regional, recreational, local, urban, neighborhood, conservation, special, and stream valley parks). Areas of assignment may include park maintenance, enterprise, resource conservation, nature interpretation, wildlife management, recreation, and administration. Programs and projects typically involve planning, developing, coordinating, and supervising activities, programs, and personnel both internally and externally to accomplish assignments. Assists in the day-to-day management of park operations and programs. Performs other related duties as assigned.

Examples of Important Duties:

1. Identifies needs and develops park maintenance plans for grounds and facilities within a geographical area. Conducts park inspections to troubleshoot problems. Participates as part of a team with architects, engineers, consultants, etc. for park development projects, and coordinates work of park maintenance crews both internally and externally to the organizational unit when necessary. Reviews blueprints. Estimates staff, equipment, materials, and supplies needed for projects.
2. Supervises crews involved in various projects such as the maintenance and renovation of parks, buildings, and athletic fields; installation of play equipment; laying asphalt; construction of small structures; and landscape maintenance and development. Supervises the operation of major equipment (e.g., tractor, snow plow, backhoe, spreader). Provides technical assistance to staff. Supervises tree maintenance activities.
3. Supervises staff, including intermittent and volunteer workers. Plans, schedules, assigns, and evaluates work; counsels staff on ways to improve performance. Recommends disciplinary actions. Assists in selection, and trains staff. Approves time cards and leave requests.
4. Works with and provides assistance to park managers, and other staff engaged in developing, planning, and implementing revenue producing programs. Recommends fees, hours of operation, and staffing.
5. Conducts research to identify conservation programs to preserve and protect the park system, environment, and wildlife. Develops programs to achieve conservation goals. Coordinates and works with Park Naturalists to develop, implement, and facilitate interpretive programs. Identifies program needs and secures resources. Participates in program implementation.
6. Develops special programs or projects (for example, Harvest Festival, Adopt a Field, CDL training and coordination) for the community or the department to meet identified needs or to resolve problems. May meet with organizations, citizens, or other employees and supervisors to plan and develop programs and projects. Develops programs and projects as part of a team or as an individual.

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Examples of Important Duties (continued)

7. Provides general assistance to park visitors. Takes reservations (for example, ball fields, picnic areas) and issues equipment (for example, canoes). May collect fees. Enforces park rules. Assists proper authorities with investigating accidents, fires, and crimes.
8. Participates with supervisor in budget preparation and development for organizational unit. Monitors and keeps track of expenditures for designated programs and projects. Researches and initiates purchase requisitions for unit. Monitors the work of contractors. May approve payments to vendors and contractors.
9. May meet with citizens to discuss complaints about park facilities or maintenance (for example, drainage, landscaping, encroachment on park property). Coordinates with other units or directs crew to correct problem.

Important Worker Characteristics:

- A. Knowledge of: (1) park management, recreation, natural and environmental science; (2) park maintenance including construction techniques; (3) business administration; (4) safety including first aid and CPR; (5) community relations; (6) supervisory and leadership techniques and practices; (7) Commission organization, policies, procedures, and collective bargaining agreements*; (8) equal employment opportunity; (9) basic auto and equipment operation and maintenance; (10) trades, including but not limited to, carpentry, masonry, and painting; and (11) major equipment operation (for example, backhoe, front-end loader); (12) grounds maintenance including turf management, gardening, landscaping, and Integrated Pest Management program; and (13) tree maintenance and removal.
- B. Skill in the operation of: (1) personal computer and software; (2) calculator; and (3) light truck.
- C. Ability to: (1) prepare records and reports that require research and analysis of situations or events to develop recommendations and conclusions; (2) plan and develop assigned programs and projects; (3) read and understand construction plans and blueprints; (4) calculate decimals, fractions, and percentages; (5) make presentations on a variety of park related topics to citizens, groups, employees etc.; and (6) lead a staff to accomplish designated goals and objectives.

*May be developed after employment in this job class

Minimum Qualifications:

1. Bachelor's degree in park management/administration, outdoor recreation, natural sciences, or a related field and one year of park management experience that included supervision and leadership of a staff; or
2. An equivalent combination of education and experience.
3. Valid driver's license.

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Minimum Qualifications (continued)

4. Additionally, contingent upon area of assignment, some positions in this class may require:
 - a. Commercial Driver's License with appropriate endorsements upon appointment, or the ability to acquire one within six months.
 - b. Maryland Department of Agriculture Pesticide Applicator's certification in the categories appropriate to the work assignment.
 - c. Certification by the National Playground Safety Institute.

Working Conditions

Works in office and in the field. May be required to work evenings, weekends, and holidays. On-call to respond to emergency situations. Exposed to weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife, and potentially harmful insects (for example, bees, hornets, wasps, etc.). Some pressure to meet deadlines.

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