

The Maryland-National Capital Park and Planning Commission

TITLE: Park Maintenance Manager
SERIES: Park and Recreation Management

GRADE: J **CODE:** 3421
DATE: 1/13/88

Class Definition

Under general direction, performs managerial work involving considerable difficulty, complexity, and variety to manage building construction/maintenance and/or horticulture program for one county or to manage park maintenance for a major area, servicing approximately one-third of the County, and no less than approximately 200,000 residents. Programs are defined broadly to include both new construction and continuing maintenance of buildings and grounds. Performs other related duties as assigned.

Examples of Important Duties

1. Manages assigned programs. Defines goals and objectives. Sets standards. Inspects park and other Commission facilities to see what work needs to be done. Plans and organizes continuing programs and special projects. Meets with supervisor, other managers, architects, or engineers to discuss each project and review blueprints. Obtains permits. Estimates staff, equipment, materials and supplies needed for projects. Coordinates projects with other Commission units and other government representatives. May serve as Division Chief in his/her absence.
2. Supervises maintenance staff. Plans, schedules and assign, work. Evaluates work and counsels staff. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
3. Manages budget for assigned programs. Prepares annual budget request. Controls expenditures in accordance with approved budget. Obtains bids and price quotes. Initiates purchase requisitions and check requests. Monitors work of contractors. Approves payment.
4. Manages facilities. Establishes operating procedures (e.g., hours, security, safety) for maintenance yard, trade shops, and other facilities. Conducts inspections. Assists proper authorities in the investigation of accidents, fires, and crimes. Plans new facilities and remodeling of present facilities.
5. Conducts research. Reviews technical literature, meets with vendors, exchanges information with other government representatives, and attends conferences to identify new

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Examples of Important Duties (Continued)

programs, methods and equipment which might be useful for operations.

6. Community Relations. Meets with citizens, community groups, business groups, parks and recreation councils and other government representatives to identify needs, plan programs, and answer questions about grounds keeping, building/construction and/or maintenance/horticultural programs. Investigates complaints.
7. Keeps records. Maintains records of expenditures, time cards, and inventory of supplies and equipment. Writes periodic administrative and operational reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) building construction; (2) business administration; (3) Commission activities; (4) Commission organization;* (5) Commission policies and procedures;* (6) equal employment opportunity; (7) horticulture; (8) landscaping; (9) management; (10) Merit System regulations;* (11) parks; (12) safety; (13) statistical analysis; (14) supervision; (15) budget and finance; (16) public relations.
- B. Skill in operation of (1) auto; (2) calculator; (3) radio communication system.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read and write 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) evaluate work projects and personnel performance.

* Developed primarily after employment in this class.

Minimum Qualifications

1. Bachelor's degree in Parks and Recreation (Master's degree preferred); and five years of progressively responsible full-time experience, including four years of varied experience in

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Minimum Qualifications (Continued)

building and construction, horticulture, or landscaping that included two years of supervisory experience; or

2. An equivalent combination of education and experience.
3. Valid Maryland driver's license, or the ability to acquire one.
4. May require state pesticide certification.

Working Conditions

Maintains office hours. Works extended hours, evenings, weekends, and holidays. Responds to emergency situations as assigned. Some driving. Continuous contact with the general public; resolves citizen complaints and disputes.