



Human Resources

Room 340
411 West First Street
Duluth, Minnesota 55802

218-730-5210
hrinformation
@duluthmn.gov

DATE: September 5, 2023
TO: Civil Service Board
FROM: Heather DuVal
Human Resources Supervisor
SUBJECT: New Job Classification of Parks & Grounds Maintenance Manager

RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE NEW CLASSIFICATION OF PARKS & GROUNDS MAINTENANCE MANAGER.

Background Information/Summary of Job

The new job classification of Parks & Grounds Maintenance Manager has been created to manage the overall coordination, planning, operation, and performance of routine and capital maintenance in City parks and/or on City property. This classification will supervise park maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks and grounds projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decisions.

Job descriptions for Parks & Grounds Maintenance Manager and Parks & Grounds Maintenance Manager I were brought forward and approved by the Civil Service Board on July 17, 2023. The two descriptions were identical other than reporting-to language in the Summary/Purpose statement. After CSB approval, Human Resources and the Supervisory unit met and discussed the two descriptions further, determining that the reporting-to language should be removed completely and only one job description should be finalized. The Supervision Given section was also updated to more accurately reflect the supervisory scope for this position.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the new job classification for Parks & Grounds Maintenance Manager.

Parks & Grounds Maintenance Manager

SUMMARY/PURPOSE

The Parks & Grounds Maintenance Manager will be responsible for managing, directing, evaluating and supervising the overall coordination, planning, operation, and performance of routine and capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Manager will supervise Park Maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks and grounds projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decisions.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct, supervise, and evaluate the implementation of landscape and park amenity maintenance and capital improvement plans/programs in City parks and/or on City property and/or facilities.
2. Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals, and participate in the selection of consultants/contractors.
4. Lead the negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors, and vendors for conformance to specifications, and adjust as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor, and administer general maintenance and capital project budgets for the division.
9. Collaborate with the Property & Facilities Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key park, landscape, and facility issues to City Administration.
10. Collaborate with the Property & Facilities Manager and the Parks & Recreation Manager on the development and implementation of maintenance and project priorities, planning, resource allocations, and service levels.
11. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies, and methods; act as a technical City resource for the overall development, implementation, and quality control of park infrastructure planning and construction projects.
12. In the absence of the PFM Manager, and as requested, act in the capacity of Property & Facilities Manager to ensure seamless operation of the Property & Facilities Management and Park Maintenance Divisions.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.

15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Landscape Architecture, Construction Management, Project Management, Parks and Recreation, Public Administration, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional parks, grounds, construction project, and/or facilities maintenance experience.
 - B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Ability to obtain a Pesticide Applicator's license within one (1) year of hire date.
3. Knowledge Requirements
 - A. Knowledge of the methods, materials, and equipment used in the maintenance and construction of recreational grounds, including parks, fields, gardens, trails, etc.
 - B. Knowledge of project analysis, planning, implementation, and evaluation principles and practices.
 - C. Knowledge of all applicable safety and operational laws and regulations.
 - D. Knowledge of labor relations and labor agreements.
 - E. Knowledge of the methods, materials, and equipment used in janitorial work.
 - F. Knowledge of problem-solving and conflict-resolution techniques.
 - G. Knowledge of applicable safety requirements.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - I. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - J. Knowledge of effective leadership and personnel practices.
 - K. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - L. Knowledge of budgetary, and management principles, practices, and procedures.
 - M. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
 - A. Skill in performing duties related to gardening, forestry, construction, turf management, snow removal, snow grooming, and other general parks and grounds maintenance practices.

- B. Skill in maintenance and capital maintenance project planning, implementation, management, and evaluation.
 - C. Skill in managing and tracking multiple works groups, maintenance activities and projects concurrently.
 - D. Skill in negotiating and administering contracts.
 - E. Skill in working cooperatively with governmental agencies, architects, engineers, consultants, contractors, attorneys, planners, staff, and other professionals.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time and the time of others.
 - H. Skill in completing assignments accurately and with attention to detail.
 - I. Skill in mediation and dispute resolution.
 - J. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - K. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to plan, coordinate, and evaluate projects and maintenance activities.
 - B. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
 - C. Ability to read and interpret blueprints, schematics, and technical manuals.
 - D. Ability to estimate project costs and evaluate cost effectiveness of operations.
 - E. Ability to handle disciplinary and/or grievance issues and concerns.
 - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - G. Ability to communicate and interact effectively with members of the public.
 - H. Ability to communicate effectively both orally and in writing.
 - I. Ability to recognize, analyze, and problem-solve a variety of situations.
 - J. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - K. Ability to handle difficult and stressful situations with professional composure.
 - L. Ability to establish goals and objectives.
 - M. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - N. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - O. Ability to manage a budget and work within the constraints of that budget.
 - P. Ability to enforce safety rules and regulations.
 - Q. Ability to maintain confidential information.
 - R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - S. Ability to exercise sound judgment in making critical decisions.
 - T. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - U. Exhibits leadership qualities of dependability and accountability.
 - V. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals).

Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:
FLSA Exemption Type: Executive				

Parks & Grounds Maintenance Manager

SUMMARY/PURPOSE

~~Under the general direction, and in collaboration with the Property, Parks, & Libraries Director, the~~ Parks & Grounds Maintenance Manager will be responsible for managing, directing, evaluating and supervising the overall coordination, planning, operation, and performance of routine and capital maintenance in City parks and/or on City property. The Parks & Grounds Maintenance Manager will supervise Park Maintenance staff and will act as a project manager to provide technical expertise and guidance on key City parks and grounds projects, and will exercise independent judgment and discretion in carrying out professional project, maintenance, and operational decisions.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

~~Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.~~ Does have supervisory responsibility, typically for employees who exercise broad discretion. The supervisor provides broad guidance including mission and vision but does not provide task or duty level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct, supervise, and evaluate the implementation of landscape and park amenity maintenance and capital improvement plans/programs in City parks and/or on City property and/or facilities.
2. Consult and collaborate with stakeholders and consultants to gather information, perform financial analysis, and develop routine and capital maintenance plans that adhere to accepted park amenity and landscaping principles and code compliance standards.
3. Direct the determination of maintenance and capital maintenance projects' scope, budget and methodology, the preparation of bid specifications with consultants/contractors, review bid proposals, and participate in the selection of consultants/contractors.
4. Lead the negotiation of contract terms with consultants/contractors.
5. Inspect the work done by City maintenance staff, consultants, contractors, and vendors for conformance to specifications, and adjust as necessary.
6. Review consultant reports, lab analysis results, regulatory guidelines, and other technical material to guide the implementation of best practice routine and capital maintenance efforts.
7. Plan, direct, and monitor a comprehensive City sidewalk snow removal program.
8. Identify funding sources and develop, monitor, and administer general maintenance and capital project budgets for the division.
9. Collaborate with the Property & Facilities Manager in the development of capital maintenance plans, implementation, routine maintenance and utilization of the asset management system, and development of reports as necessary to disseminate key park, landscape, and facility issues to City Administration.
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11. Research and keep abreast of current park and landscape maintenance practices, construction management practices, landscape architectural techniques, materials, trends, technologies, and methods; act as a technical City resource for the overall development, implementation, and quality control of park infrastructure planning and construction projects.
12. In the absence of the PFM Manager, and as requested, act in the capacity of Property & Facilities Manager to ensure seamless operation of the Property & Facilities Management and Park Maintenance Divisions.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.

14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
15. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
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HR: HD	Union: Supervisory	EEOC: Skilled Craft Workers	CSB:	Class No:
WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution:
FLSA Exemption Type: Executive				