

PARK MAINTENANCE OPERATIONS COORDINATOR

SUMMARY/PURPOSE

Plan, support, and coordinate Park Maintenance operations, personnel activities, volunteers, division administration, and special projects to ensure satisfactory completion of park maintenance activities throughout the City parks system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform Park Maintenance administrative duties to support operations and increase communication and work production throughout the division.
2. Coordinate the work of division volunteers and interns and provide support to leadworkers.
3. Organize and direct the activities of volunteers and interns, including determining priorities, assigning work, coordinating schedules, and establishing work standards.
4. Assist Park Maintenance Supervisor with assigned division projects and be accountable for project implementation and closeout within the defined project scope, budget, and timeline.
5. Assist Park Maintenance Supervisor with coordinating the work of park maintenance, project vendors, and/or contractors and gather information required to analyze maintenance and project needs and requirements to support division operations.
6. Coordinate with various City departments, other government agencies, community groups, and others impacted and/or directly served by division activities.
7. Coordinate and maintain communications with the public to receive complaints and suggestions, to provide information and explanations regarding activities and projects, and to assist with dispute resolution.
8. Present division information to administrators, City Council, commissions, regulatory agencies, community groups, and others as requested.
9. Assist in planning, coordinating, and scheduling environmental, health, and safety education and training programs.
10. Assist with determining needs, requirements, timetables, and priorities to support the administration of the division.
11. Attend meetings as directed and work with others to develop office and reporting procedures to increase operational efficiency and effectiveness of the division.
12. Provide general administrative planning, coordination, and support to ensure the satisfactory completion of division priorities, maintenance activities, and projects.
13. Establish and maintain positive working relationship with the supervisor and 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.
14. Manage and facilitate the grant process; complete and submit all required reports.
15. Coordinate the development, updating and implementation of Park Maintenance Standards manual.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
17. Other related 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 below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Public Administration, Business Administration, Natural Resources, or closely-related field; plus one (1) year of experience coordinating maintenance and project

- activities within a parks system; OR a combination of education and experience equaling five (5) years with experience coordinating maintenance and project activities within a parks system.
- B. Grant experience preferred.
2. License Requirements
 - A. Possession of a valid Minnesota driver's license or equivalent.
 3. Knowledge Requirements
 - A. Knowledge of the principles and practices of program development and administration.
 - B. Knowledge of the grant application process and of grant writing and reporting principles and techniques.
 - C. Knowledge of local community resources and sources of volunteers.
 - D. Knowledge of laws and regulations applicable to volunteer services.
 4. Skill Requirements
 - A. Skill in organizing and coordinating projects and programs.
 - B. Skill in managing and tracking multiple projects concurrently.
 - C. Skill in the operation of personal computer and related software.
 - D. Public relations and marketing skills.
 - E. Skill in communicating effectively, both verbally and in writing.
 - F. Skill in preparing and analyzing statistical reports.
 5. Ability Requirements
 - A. 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.
 - B. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - C. Ability to elicit community and organizational support for volunteer services.
 - D. Ability to lead, inspire, and motivate volunteers and temporary staff.
 - E. Ability to exercise independent judgment and personal initiative in performing duties.
 - F. Ability to analyze program effectiveness and recommend improvements.
 - G. Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
 - H. Ability to establish and maintain various data collection, recordkeeping, tracking, and reporting systems.
 - I. Ability to operate a variety of office equipment, including personal computers and standard software applications.
 6. Physical Ability Requirements
 - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to occasionally lift and carry presentation materials weighing up to 25 pounds.
 - C. Ability to attend work on a regular basis.

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WC: 8810	Pay: 31	EEOF: Natural Resources	CC:	Resolution: