Summit Metro Parks

JOB DESCRIPTION

Position Title: **Project Manager**
Status: **Full Time, Exempt**
Salary Grade: **23**

Job Content:

1. Overall purpose of this position:

   - Reporting to the Chief of Operations and/or the Operations Service Manager, assists the operations department in coordinating and supervising construction and maintenance projects, providing direction to construction workers, operations staff, and contractors while maintaining a team environment. Flexible hours determined by jobs in progress and weather conditions. May be required to serve as acting-park manager on a temporary basis.

2. Major activities which must be performed in order to carry out the purpose of the position as described above:

   A. Directs, coordinates, and inspects work of park district assigned staff, technicians, equipment operators, contractors, and utility companies associated with park district construction and maintenance projects. Perform inspections of facilities and equipment.

   B. Assist with preparing bid packages and soliciting quotes for contracted work and/or construction materials.

   C. Reviews construction plans for constructability.

   D. Estimates and orders material for park district construction projects. Develop purchase orders keeping records and submitting receipts as required. May be required to make approved purchases, working within established budget.

   E. Make recommendations regarding equipment purchases, rental and disposal.

   F. Documents work activity and materials used; prepare progress reports.

   G. Coordinates and directs topographic survey and construction layout.

   H. Serve as a competent person on projects requiring excavations.

I. Schedule and coordinate district-wide work orders requiring skilled labor and special equipment.

J. Review and provide input on issues requiring major maintenance.

K. Track hours and schedule preventative maintenance on assigned equipment and vehicles.

L. Coordinate equipment rentals as needed for projects.

M. Maintain inventory and records of construction equipment and tools.

N. Keep current on construction trends, methods and regulations through training and research.

O. Supervise, train, mentor, coach assigned operations staff on projects and equipment operation. Administer discipline. Participate in the recruitment and selection of seasonal employees.

P. Maintain and enter employee time records for payroll.

Q. Participates in and assures compliance with all safety and risk management programs of the park district.

R. Develop and maintain procedural manuals for areas of responsibility.

S. Flexible schedule. May be required to work evenings, weekends and holidays as needed.

T. Performs other related duties as assigned by the supervisor.

Qualifications:

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

- General knowledge of park and building maintenance, heavy equipment operation, landscaping, road construction, general construction, forestry; typically acquired through related formal training at the associate's degree level; bachelor's degree or equivalent preferred.
- Knowledge and experience with site development including utilities, earthwork, heavy equipment, paving, storm drainage and erosion control.
- Thorough understanding of Metro Parks' maintenance standards and operations procedures, generally obtained through Metro Parks operations experience.
- Some knowledge of building construction and OSHA standards.
- Knowledge of trail and bridge construction.
- Knowledge of forestry and tree maintenance.

- Knowledge of surveying fundamentals and ability to use surveying equipment.
- Knowledge of material testing.
- Organizational, leadership and supervisory skills.
- Ability to work with individuals of various skill levels, from professional to unskilled.
- Ability to communicate effectively orally and in writing.
- Ability to make timely and effective decisions.
- Have the ability to understand and manage emotions to develop and maintain effective working relationships and motivate others to achieve. Critical components are: Demonstrated self-awareness and accurate self-assessment. Demonstrated sensitivity and empathy. Demonstrated openness, reliability, trust and consistency.
- Valid driver's license with clear driving record. CPR and First Aid certified.
- Basic computer skills: ability to learn and operate various software programs such as Microsoft Word, Power Point and Excel.

3B. Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

3C. Previous positions that are necessary background experience to qualify for this position:

- Seasoned level of experience (7 years) in construction, landscaping, and maintenance in a park or similar work environment.

CONDITIONS OF CONTINUED EMPLOYMENT:

- Must successfully complete a one-year probationary period.