

MAJOR FUNCTION

This is responsible managerial, supervisory and administrative work in directing city park activities that include planning, designing, constructing and maintaining parks, playgrounds and recreational facilities. Work is performed under general direction of the Assistant Director-Parks, Recreation and Neighborhood Affairs. The incumbent is required to routinely use and exercise considerable independent judgment. Work is reviewed through conferences, reports, observation and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes and directs the work of a large number of skilled and semi-skilled personnel engaged in park construction and maintenance through subordinate supervisors. Plans and directs the propagating, transplanting, fertilizing, spraying and pruning of trees and shrubs in conjunction with the parks beautification program through subordinate supervisors. Reviews general program results with subordinates; counsels as to objectives and major procedures. Determines or recommends revisions in work priorities and reassignment of personnel and equipment. Develops and implements division policies and procedures. Represent the Parks, Recreation and Neighborhood Affairs Department in meetings with Planning, Blueprint 2000, Capital Cascades Greenway Committee, Trust For Public Lands, and other similar bodies and committees. Prepares and administer division's annual capital and operating budget. Analyzes financial information for future maintenance program needs. Responds to and resolves non-routine customer complaints. Recommends selection, transfer, promotion, grievance resolution and discharge. Conducts performance evaluations and recommends approval or disapproval of merit increases. Oversees annual division inventory. Coordinates work with other departments and divisions. Prepares reports and correspondence. Writes, monitors, and reviews grants for use by the division or department. Insures division's compliance with City's Equal Opportunity Plan and related federal and state laws. Performs related work as required.

Other Important Duties

Schedules assigned staff to attend mandatory City training. Conducts in-service training programs for subordinates. Completes special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of principles and practices of modern landscape design especially as applied to park and recreational development. Thorough knowledge of the techniques and equipment involved in the major components of construction, maintenance and operation of park and recreational areas and facilities. Thorough knowledge of methods, materials and tools used in propagating, transplanting, fertilizing, and pruning of plants, shrubs and trees. Considerable Knowledge in the use of fungicides, insecticides and other pesticides used in the North Florida region. Considerable knowledge of and experience in erosion control. Considerable knowledge of and experience in building maintenance and construction. Ability to direct the activities of a considerable labor force of maintenance personnel assigned over a large territory. Ability to effectively use personnel and equipment through subordinate supervisors. Ability to make cost and material estimates of park development projects. Ability to communicate clearly and concisely, orally and in writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in park administration, landscape architecture or horticulture or a related area and four years of professional experience that includes park and recreational facilities planning and development, park and recreational facilities administration and maintenance, or park and recreation landscape design and groundskeeping operations; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

Revised: 06-01-78
11-05-86
04-06-89
07-31-89
04-19-04*
05-13-06
11-02-09*