

PARK DEVELOPMENT PROJECT MANAGER I
PARK DEVELOPMENT PROJECT MANAGER II

DEFINITION

To perform professional level work in project management activities related to City parks, and associated facilities and structures, landscape design, construction, landscape architecture, streetscape development, rehabilitation and renovation activities; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Park Development Project Manager I – This is the entry level class in the Park Development Project Manager series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Park Development Project Manager II – This is the journey level class within the Park Development Project Manager series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Park Development Project Manager I

Receives general supervision from management personnel.

May exercise direct supervision over assigned support and maintenance staff.

Park Development Project Manager II

Receives direction from management personnel.

May exercise direct supervision over assigned administrative and/or inspection staff; may exercise technical and functional supervision over technical support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

All Functional Areas:

Plan, coordinate and oversee new park and facility development construction, renovation and rehabilitation projects; manage bid process, including pre-bid conferences and walk-throughs; provide technical information in response to bidder inquiries; and administer construction projects, including managing project budgets and conducting field inspections.

Determine feasibility and costs of requests for services and proposed projects; prepare budgets, cost estimates and project schedules for capital projects.

Establish schedules and methods for project management and contract administration related to park and landscape design, site construction, renovation and maintenance.

Plan, prioritize and review the work of professional staff and consultants involved in park and landscape design, construction, landscape architecture and renovation.

Plan, coordinate and monitor park and facility improvement and rehabilitation projects; develop scope of work, manage the environmental review and permitting process when assigned to capital project, trail and open space development projects, confer with stakeholders and consultants; work with design consultants to prepare construction plans and documents, budget reports, and authorization-related recommendations; perform and coordinate plan reviews.

Assist in the preparation of assigned program and project budgets; prepare cost estimates for budget recommendations relative to assigned program responsibilities; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures of assigned projects.

Participate in the selection of technical and administrative support staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review and approve monthly invoices from a variety of consultants and vendors.

Maintain and update design standards and technical specifications through on-going research, field trials and critical analysis to determine the most suitable products and construction best practices.

Perform design review and construction oversight of City maintained landscapes within the public right of way and City owned parks; monitor and coordinate private and public park and landscape development projects with internal and external customers, consultants, contractors and developers.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employee and the public using principles of good customer service.

Perform related duties as assigned.

Landscape Architect Functional Area:

Prepare complete bid documents, plans and specifications for the development of new parks and related recreation facilities and/or the renovation/redesign of existing parks and/or park features.

Prepare working drawings for streetscape renovations.

Prepare project budgets including labor, time, and materials estimates.

Develop design concepts for new park development.

Create rendered master plans to be used for public outreach, public workshops, project updates and other communications.

MINIMUM QUALIFICATIONS

Park Development Project Manager I

All functional Areas

Knowledge of:

Principles and practices of park and landscape design, construction, maintenance and contract administration.

Equipment, tools and materials used in park and landscape maintenance.

Research methods and procedures including statistical analysis and report writing.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Landscape Architect Functional Area:

Principles and practices of landscape architecture related to park design, public spaces and related recreational uses.

Principles and industry standards in irrigation design, grading, drainage, soil science and minor structures as typically allowed under a landscape architect's license.

Track and anticipate new trends in recreation and fully understand special requirements and standards related to field/court layouts for specific sports, public spaces and/or programming needs.

Utilize standard software systems to track projects and project schedules and prepare construction documents.

Ability to:

Organize, implement and oversee park and landscape design construction and related landscape architecture, renovation and maintenance operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk while conducting site visits; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform professional work in the development, administration and implementation of a variety of park and landscape design construction programs.

Prepare a variety of technical reports; prepare and explain graphic displays such as maps, graphs, and charts; and maintain accurate records and files.

Administer assigned program and/or project responsibilities; prepare reports; evaluate and develop procedures and policies.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

May attend evening or weekend meetings outside of usual working hours, as required.

Communicate clearly and concisely, both orally and in writing.

Read and interpret a variety of plans and specifications

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No professional experience is required.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in landscape architecture, park planning, construction or project management, public administration, business administration, engineering or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Project Management certificate is desirable.

Possession of a Landscape Architect license issued by the State of California is desirable.

Park Development Project Manager II

In addition to the qualifications for the Park Development Project Manager I:

All Functional Areas:

Knowledge of:

Technical aspects of architectural, civil, mechanical, electrical, structural, and geotechnical engineering design and specifications.

Pertinent local, State and Federal laws, ordinances and rules related to park and landscape development and construction.

Principles and practices of program and project management.

Practices of budget preparation and administration.

Landscape Architect Functional Area:

Principles and practices of landscape architecture related to park design, public spaces and related recreational uses.

Principles and industry standards in irrigation design, grading, drainage, soil science and minor structures as typically allowed under a landscape architect's license.

Track and anticipate new trends in recreation and fully understand special requirements and standards related to field/court layouts for specific sports, public spaces and/or programming needs.

Utilize standard software systems to track projects and project schedules and prepare construction documents.

All Functional Areas:

Ability to:

Independently perform professional work related to planning and presentation of park design, construction and landscape architecture programs and projects.

Evaluate and respond to comments or reports submitted by governmental agencies, various groups, and the general public.

Prepare, analyze and interpret technical and financial reports related to park construction and renovation projects.

Develop solutions to problems.

Negotiate and resolve contract disputes.

Landscape Architect Functional Area:

Use sophisticated computer software for drafting of construction documents, including but not limited to AutoCAD (latest version).

Edit plans and construction details using AutoCAD (latest version).

Create and update Critical Path Schedules for Capital projects.

Research and collect data on emerging recreation trends.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Park Development Project Manager I with the City of Roseville or two years of responsible landscape architecture experience under a licensed architect.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in landscape architecture, park planning, construction or project management, public administration, business administration, engineering, architecture, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Project Management certificate is desirable.

Possession of a Landscape Architect license issued by the State of California is desirable.

10-20-23

3- 25-23

11-07-20

Park Development Project Manager I/II

05-11-19

08-08-14

08-25-12

09-29-07

Park Development Analyst I/II