

SENIOR PARK DEVELOPMENT PROJECT MANAGER

DEFINITION

To organize, assign and review the work of assigned personnel engaged in the performance of professional level work in project management activities related to City parks, and associated facilities and structures, landscape design, construction, maintenance, landscape architecture, streetscape development, rehabilitation and renovation activities; to perform duties requiring specialized knowledge; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Park Development Project Manager series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform complex professional landscape architectural, architectural and/or engineering work in the design, planning, and construction of parks, recreation and libraries projects. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Park Planning and Development Manager.

Exercises technical and functional supervision over assigned professional and technical 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:

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

Develop schedules and methods for project management and contract administration related to park, facilities and landscape design, site construction, and renovation ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.
Provide and coordinate staff training; work with employees to correct deficiencies.

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Participate in the development of the annual Capital Improvement Rehabilitation budget, including analysis of department-wide project requests, coordination with other city departments, refine project scopes of work and determine adequate budget costs to fully cover project needs.

Collect data and routinely update the department's ten year Capital Rehabilitation plan, including parks, facilities, aquatics, libraries, youth development and golf.

Plan, coordinate and oversee larger and more complex park projects including 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.

Participate in long range planning responsibilities as assigned.

Perform quality assurance responsibilities including compliance to construction standards and design, implementation and post-project evaluations.

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

Plan, coordinate and monitor facility improvement and maintenance 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; 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.

Conduct public workshops; prepare and make presentations to a variety of groups including neighborhood groups, Parks & Recreation Commission and City Council.

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.

Prepare and administer grants.

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

Research, analyze and confirm recreation trends, understand gaps in recreation opportunities within the community and make recommendations regarding new park amenities/improvements to address a wide variety of community needs, ensuring equity and access for all.

Actively participate in the implementation of the department Strategic Master Plan/Action Plan and Accreditation preparation/compliance.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Advanced technical aspects of architectural, civil, mechanical, electrical, structural, and geotechnical engineering design and specifications, including industry terms and standards.

Environmental review standards and processes.

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

Principles and practices of advanced program and project management.

Principles of supervision, training and performance evaluation.

Practices of budget preparation and administration.

Principles and practices of public administration.

Technical aspects of urban planning.

Technical report preparation and review.

Modern office procedures, methods and computer equipment including word processing, database and spreadsheet applications.

English usage, spelling, grammar and punctuation.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

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 the more complex 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 complex problems.

Negotiate and resolve contract disputes.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

Three years of professional experience performing duties similar to that of a Park Development Project Manager II with the City of Roseville.

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, architecture or a related field.

License or Certificate

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

Possession of a professional license in landscape architecture, architecture or engineering.

03-25-23 Senior Park Development Project Manager