ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Parks Planning and Development
Job Code: 5070
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, design, and manage the development, construction, and/or renovation of City parks, open spaces, trails, recreational facilities, grounds, and greenways and related projects for the Parks and Recreation department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Prepares for, analyzes, and addresses growing needs for parks, open spaces, trails, recreational facilities, grounds, and greenways City-wide: performs park planning studies used for data analysis, policy recommendations, and project prioritization; identifies user needs and requirements; confers with all appropriate parties to solicit input and feedback; investigates potential park projects; develops and recommends concept, area, and facility plans; provides demographic data and land use information to assist in decision making; researches and reports on current park trends; reviews strategic and master plans to assess compliance and outstanding projects, goals, and objectives; and ensures planning activities comply with applicable local, states, and federal policies, procedures, laws, regulations and safety standards.

Manages bid and contract administration: designs and reviews bid and contract documents for various project

components and professional services; prepares Requests For Proposal (RFPs) and bid packages; conducts pre-bid and pre-construction meetings; issues addendums to clarify questionable issues; participates in negotiations of scope of services and fees for contracts and professional services agreements; makes recommendations regarding selection of contractors and professional services and awarding of contracts; and monitors contracted work to ensure compliance with contract specifications.

Manages design of City parks, open spaces, trails, recreational facilities, grounds, and greenways projects: contributes to the design and drafting of and/or designs and drafts plans for projects; conducts assessments to determine space, infrastructure, facility, funding, and other project requirements: prepares and/or reviews plans, skilled engineering drawings, specifications, details, and other displays; and coordinates with architects, civil engineers, traffic engineers, general contractors, geotechnical engineers, planners, real estate development professionals, recreation professionals, community organizations, or others to aid the designing of parks, open spaces, trails, recreational facilities, grounds, and greenways.

Manages approved projects: identifies and manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; performs change control; manages, reviews, and revises project schedules and project deliverables; reviews documents and deliverables produced in-house or by consultants for quality and compliance with policies, procedures, goals, and objectives; performs related project management duties to ensure that project schedule and budget are met; and provides technical advice, information, and assistance regarding project plans and applicable procedures, regulations, and standards.

Manages projects during construction phase: facilitates and attends regular project progress meetings; coordinates with consultants, contractors, and City staff to resolve problems and initiate the appropriate solutions; assists with field decisions and approves change orders as appropriate; prepares, reviews, and processes change orders for changes to contracted scope of work; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; and manages project close out.

Performs public relations duties: serves as liaison to the public, property owners, media, other government agencies, and other City departments/officials regarding planning, design, and construction of City of parks, open spaces, trails, recreational facilities, grounds, and greenways; coordinates public relations and education activities; responds to inquiries; represents the Department at local, regional and statewide meetings; serves on committees and advisory boards; and makes presentations, as requested.

Communicates with supervisor, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, architectural drawings, project specifications, invoices, contracts, planning and maintenance reports, project updates; site master plans and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Landscape Architecture or a related field required; supplemented by seven years of progressively responsible experience in landscape architecture, parks planning and design, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.