

Parks Planning Manager

DEPT: Facilities
DIV: Parks
DATE: September 2022

FLSA: Non-Exempt
EEOC: Service/Maintenance



POSITION SUMMARY

Performs a variety of **journey level skilled duties** related to the management, planning, design, and development of municipal land and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Facilities Superintendent.

SUPERVISION EXERCISED

Provides close to general supervision to Parks Inspector or others as assigned.

ESSENTIAL FUNCTIONS

Supervises and manages major planning and development projects within the parks and facilities department. This is a highly responsible position in the management, planning, design, and development of municipal land and facilities. Conducts park planning studies; oversees multifaceted master plan development, performs or coordinates professional landscape design work, construction, and contract administration for the development of parks, trails, natural lands, urban plazas, streetscapes, and other Parks facilities to meet current and long-range City plans. This position requires planning expertise in complex, current and long-range planning research, analysis, team-coordination and the political processes necessary for review and adoption of master plans and other complex planning projects. Duties may include, but not limited to the following:

- Supervises Parks Project Manager/Inspector or others as assigned; oversees and assists with subordinates' responsibilities as needed, including Development Review Committee, pre-construction meetings, inspections, etc.
- Prepares, supervises, and manages the design and construction of planning and development projects, utilizing general design principles and Lehi City Standards and codes, and construction principles. Reviews plans submitted by consultants and assures complete designs follow standards as set by Lehi City, various codes, or standard construction principles. Assists in developing policies and procedures to manage landscape architectural planning, design and construction projects.
- Assists in managing, reviewing, and performing long-range planning for major projects and coordinates parks projects with appropriate City departments
- Assists in the development, update, and preparation of the Parks Comprehensive Masterplan, Needs Assessment, and Strategic Plan. Conducts analysis, technical investigation, and research related to park planning projects and issues. Participates in consultant selection and approval of their assignments, parameters, and work.
- Assists in the development of Parks-related Capital Improvement Projects including project budgets, RFP/RFQ development, time scheduling, and phasing to interface with fiscal abilities and municipal needs. Serves as an advisor on facility expansions in parks and recreation, street improvements, and related needs.
- Prepares project documents, monitors and complies with bidding procedures, and meets periodically with departmental staff to review project status.
- May represent Lehi City Corporation on various ad hoc committees or statutory boards as parks planning designee. Coordinates with city department officials and other government management personnel. Conducts community and stakeholder outreach and engagement for planning and development efforts, in coordination with other members of the City's public engagement team.
- Develops and supervises projects such as capital improvement programs for public facilities from needs assessment through project selection.
- Develops research on grant opportunities, writes grant applications, and manages awarded grants.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's degree from an accredited college or university with a bachelor's degree in Parks and Recreation Administration, Planning, Project Management, Landscape Architecture, Urban Planning, or a related field.

AND

- B. Five (5) years of professional experience in public or private landscape, architectural or civil engineering practice, or public sector project management.

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

- Ability to coordinate or perform compilation, analysis, and preparation of professionally written reports and technical analyses and forecasts.
- Considerable knowledge of principles of management, supervision, and planning; OSHA safety standards, maintenance practices, and procedures; landscape design and maintenance, construction techniques, and methods related to carpentry, plumbing, or electrical wiring methods, materials and equipment used in general custodial work; the operation and minor maintenance and repair of construction equipment, electrical and mechanical systems, small motors, etc.
- Demonstrated ability to work interdependently with initiative, reliability, and appreciation of team member contributions.
- Ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with subordinates, supervisor, fellow employees, contractors, vendors, etc.
- Knowledge of Municipal, State, and Federal laws relating to land use planning and Federal environmental regulations.

3. Special Qualifications:

Valid Utah Driver's License and a Commercial Driver's License (CDL-A) required. May be required to become a Certified Playground Inspector. Certification through the National Arborist Association is desirable.

4. Work Environment:

- Incumbent of the position generally performs in a physically demanding environment. Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance. Ability to traverse construction and work-site locations, often over rough terrain. Ability to perform heavy physical labor and lift up to 100 lbs.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)