



## **Assistant Manager, Parks Projects (1552)**

**FLSA Status:** Exempt

**Pay Grade:** 19

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to manage large construction and renovation projects for the Parks and Recreation Department and to assist in supervising facilities maintenance.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Manages large construction and renovation projects for the department: identifies and manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; performs change control; and other associated project management efforts needed to ensure that project schedule and budget are met.

Coordinates and participates in the programming phase of the project, including planning and preliminary design and concepts: identifies user needs and requirements; confers with all appropriate parties to solicit input and feedback; develops cost projections, project budgets, and schedules; and facilitates approval of project and final design.

Coordinates process for bidding and contracting of services for assigned projects; prepares Requests For Proposal (RFPs); prepares bid packages; conducts pre-bid and pre-construction meetings; issues addendum to clarify questionable issues; participates in negotiations of scope of services and fees for professional services agreements; and makes recommendations regarding selection of vendors and awarding of contracts.

Manages projects during construction phase: attends regular project progress meetings; works with consultants, contractors, and work crews to resolve problems and initiate the appropriate solutions; assists with field decisions and approves change orders as appropriate; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates and applies for permits, inspections and related issues; and facilitates project acceptance with other County departments or government agencies.

Provides direction, assistance and guidance to consultants, contractors, and work crews: organizes, prioritizes, and coordinates work activities; monitors status of work in progress and inspects completed

work to ensure compliance with contracts, including costs, schedule, specifications, and quality of work; and provides technical expertise and assistance with complex/problem situations.

Coordinates with department staff regarding day-to-day operations: coordinates with other managers and supervisors to ensure facilities are safe, presentable, and maintained to the highest standards.

Assists with budget planning for the department: assists with identifying future projects for existing parks, such as roof replacement schedules, parking lot issues, and lighting issues; prepares estimated cost of future projects; submits projected costs for future budgets; and researches and compiles additional budget information as requested.

Administers work orders: creates work orders for building and facility crews; distributes work orders to appropriate employees; creates Georgia Power work orders through a web-based system for park lighting issues.

Participates in procurement activities: purchases materials and supplies for department employees as needed; bids and purchases approved items; and processes and maintains related documentation.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED required; supplemented by five years of progressively responsible experience in construction or project management or a related field, to include lead or supervisory experience; 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 Georgia Driver's License.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

**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, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**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**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**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 work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, 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.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2019