

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
  
Vacant  
  
Work Phone:
2. Class Title (i.e. payroll title):  
  
Parks Operations Manager
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:  
  
Kevin Briski-Parks Superintendent  
  
Work Phone:
5. Department, Division & Section:  
  
Parks Division
6. Work Address:
7. Hours/Week:  
  
Start time:            End time:
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible supervisory, managerial, and administrative work in directing Parks operations and maintenance services for City park areas, boulevards, park facilities, trees, park buildings and all related equipment. The Parks Operations Manager also oversees and coordinates the operations of the City cemetery, golf courses, forestry, conservation areas and special events, both directly and through subordinate program supervisors. Work involves considerable discretion and judgment in coordinating and integrating operations; related problem resolution; and associated communications with City officials and managers, and the public. Under the general direction of the Parks Superintendent, the employee plays a key role in the overall management of the Parks Division.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40%    A.    Direct and supervise the operations of all City parks, buildings, fleet, equipment and other physical facilities through subordinate supervisors and a large staff.
1.    Oversee, coordinate and integrate the operations of the City cemetery, golf courses, forestry, conservation areas and associated special events.

2. Lead and/or participate in related goal setting; work prioritization; human resource and equipment sharing/utilization, etc.
  3. Participate in planning and implementing park expansion and development projects, etc. to incorporate maintenance needs into design standards.
  4. Develop and monitor operating and capital budgets relating to Parks operations and capital improvement projects.
  5. Inspect park facilities, including playground structures, buildings, and amenities.
  6. Review operational problems, project progress and future activities and assignments.
  7. Meet regularly with supervisors to review progress and problems.
  8. Monitor and manage fleet operations for the Parks Division, including tracking and maintenance needs. Serve as liaison with Fleet Services. Recommend vehicle purchases.
- 30% B. Supervise a large staff of professional, supervisory, maintenance, laborer, and hourly employees, either directly or through subordinate supervisors.
1. Oversee the hiring, evaluation, training, reassignment, discipline and termination of staff.
  2. Receive and respond to grievances as required.
  3. Conduct investigations regarding workplace concerns.
  4. Recommend hiring needs relative to both permanent and hourly staff.
- 15% C. Engage in outreach activities on behalf of the Parks Division and coordinate projects with other City departments and related entities.
1. Conduct and/or participate in public forums dealing with current or future parks operations/maintenance issues.
  2. Coordinate facilities' usage with the Madison Metropolitan School District and other major user groups.
  3. Coordinate parks programs with other City agencies, utilities and governmental entities, as appropriate.
  4. Prepare related written and verbal reports for the Parks Superintendent, the Parks Commission, Alderpersons, the Council and other committees.
  5. Provide information, explanations and recommendations relative to parks operations as appropriate.
  6. Answer complaints from the public, alderpersons, businesses, etc.
- 15% D. Participate in activities to support the overall mission of the Parks Division.
1. Serve on the Parks Division management team.
  2. Attend and give presentations to the Parks Commission relating to Parks Operations activities.
  3. Prepare reports.
  4. Monitor trends in Parks Operations activities and recommend improvements to the Parks Division.
  5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the methods, materials, equipment and practices associated with the maintenance and daily operations of parks, park buildings, and facilities and related mechanical systems such as automatic irrigation systems. Thorough knowledge of turf maintenance practices, horticulture, urban forestry, park planning and facility maintenance. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of capital and operating budget development, and monitoring techniques and procedures. Working knowledge of computer software related to parks operational activities, including scheduling, financial, work orders, and other related software. Ability to manage diverse operations and large staffs of employees directly and through subordinate supervisors. Ability to give directions, set policy, solve problems and plan for the future. Ability to prepare effective reports and recommendations. Ability to develop capital and operating budgets, cost estimates and monitor expenditures. Ability to communicate orally and in writing and to make presentations to public groups, various committees, and commissions. Ability to inspect and evaluate work performed and implement related recommendations. Ability to read and interpret construction documents and specifications. Ability to plan, organize, and implement a comprehensive fleet service maintenance function for a diversified fleet. Ability to oversee the hiring, training, evaluating, disciplining and termination of employees. Ability to establish and maintain effective working relationships. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

Ability to meet the transportation requirements of the position.

15. Physical requirements:

Employees in this classification must be able to physically access and inspect all parks facilities throughout the City. This position requires work outdoors in all types of weather while walking and standing. However, the incumbent will also be expected to perform work at a desk using a computer, telephone, and other traditional office equipment. Finally, the incumbent may be expected to attend a variety of meetings outside normal working hours, including evenings and weekends.

16. Supervision received (level and type):

General from the Parks Superintendent

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

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SUPERVISOR

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DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.