

SNOHOMISH COUNTY JOB DESCRIPTION

RESOURCE MANAGEMENT & COMMUNITY PARTNERSHIP MANAGER

Spec No. 2191

BASIC FUNCTION

To plan, coordinate, supervise, and manage the maintenance and operations of all Parks and Recreation Department properties, contracted properties, facilities, and maintenance equipment, including vehicle maintenance and repair, landscaping, electrical, mechanical, structural, and other related systems, as well as the coordination of construction projects as they affect park maintenance and operations. Departmental coordination of community partnerships that contribute to effective park resource management.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, recommends, and implements a comprehensive resource management business and sustainability plan including ranger enforcement and stewardship activities, environmental education programs, routine and preventive maintenance; determines, responds to, and prioritizes intradepartmental maintenance and construction requirements, estimates project equipment, material, and manpower requirements for all maintenance and construction projects.
2. Develops, recommends, and implements the department resource management budgets; approves expenditures; maintain inventory and assess condition of assets; identifies and investigates cost overruns and irregular costs; reviews and analyzes operational policies to initiate methods of cost reduction and efficiencies.
3. Plans, schedules, and coordinates the alteration, maintenance and repair of Parks and Recreations properties, facilities, grounds, vehicles and equipment based on cost recovery models and life cycles; prepares and approves plans and specifications for a variety of construction, remodeling and repair projects; supervises and coordinates work performed by outside contractors.
4. Plans, assigns, reviews and evaluates the work of subordinate supervisors and staff; advises, assists, trains and develops subordinate staff, participates in the selection of new employees and makes recommendations regarding the hiring, promotion, discipline, transfer, and termination of subordinate employees.
5. Develops and implements maintenance program for Parks and Fairgrounds equipment; prepares and approves bid specifications for acquisition of capital equipment and services; prepares contracts for maintenance and repair of equipment.
6. Ensures quality maintenance and construction through the development and implementation of mission-based standards, inspection, monitoring and customer feedback. Benchmarks facilities to determine base level of service and implement inspection process to maintain safe and effective outcome-based facilities

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7. Develop funding strategies based on revenue projections and funding options including partnerships, grants, general fund allocations, cost recovery analysis and bond measure opportunities
8. Develop and maintain park amenities inventory, mapping, asset values and replacement schedules. Provide facility gap analysis and needs assessment based on mission-based standards, carrying capacity and program outcomes.

MINIMUM QUALIFICATIONS

A Bachelors degree in park management, public or business administration, facility management, landscape architecture or a related degree; plus five (5) years experience in park management, maintenance, project management or related experience including at least three (3) years at a management or supervisory level. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required for employment.

Possession of, or the ability to obtain, a valid First Aid Card within ninety (90) days of employment is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of park management;
- the principles of sustainable practices and community partnerships;
- the principles and practices of planned and preventive maintenance;
- the principles and practices of management and supervision, team building, coaching, customer service, program planning and budgeting;
- the principles and practices of project and financial management;
- volunteer recruitment/management and stewardship;
- the use of personal computers and applications such as MS Project, spreadsheets and GIS to track allocations, collect reliable data and distribute financial resources;
- occupational hazards and safety rules;
- the principles and practices of contract administration;
- the principles and practices of architecture and engineering as it applies to landscapes and construction.

Ability to:

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- establish and maintain effective working relationships with a variety of individuals and groups from diverse backgrounds; manage construction projects;
- develop standards for each park type and facility to provide baseline for evaluating outcome, cost recovery and guidance for facility improvements;
- prepare and execute program plans, budgets, presentations and reports;
- create business plan based on cost recovery and facility income generation to help defray maintenance and capital improvement costs;
- develop sustainability plan to balance facility outcome with maintenance resources;
- to evaluate and make decisions in a challenging and changing environment that is concerned with public safety, environmental protection, sustainability and budgets;
- evaluate problems and develop effective solutions;
- read, interpret and apply technical material;
- prepare, read, interpret and work from drawings, plans and specifications;
- evaluate merits of lease, rental or purchase options for equipment and equipment maintenance;
- communicate effectively verbally and in writing;
- work in a highly visible and politically sensitive environment.

SUPERVISION

The employee receives administrative direction from the Director of Parks and Recreation.

WORKING CONDITIONS

Work is performed at a variety of sites including outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions and materials. Administrative work is usually performed in a normal office environment. Employees may be on call to respond to emergency conditions occurring after normal working hours and are required to work evenings, weekends, and holidays as necessary.

Class Established: December 1993 - Maintenance and Equipment Supervisor (8032)

Revised and Retitled: March 1998 as Parks Maint. Manager

Revised and Retitled: November 2007 as Resource Management and Community Partnership Manager

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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EEO Category: 2 – Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous