

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Director Parks Maintenance

Department: Parks & Outdoors

Pay Grade: GS.13

Supervision Received From: Director Parks Maintenance

FLSA Status: Exempt

Supervisory Responsibility For: Inventory Coord; Gen. Sup,

Established: 6/29/07

Riverpark Sup, Asset Mgmt Systems Coor.

Revision Dates: 4/1/25;

9/30/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for collaborating with the Director in the management of multiple units in the Parks Division. Typical responsibilities include but are not limited to direct supervision of landscaping, athletic facilities and grounds maintenance, buildings and structures maintenance, athletic parks and construction, city-wide parks security, Coolidge Park and the 21st Century Waterfront units in the Parks Division; serving as point of contact for all city-wide special events coordinated through the Parks Division. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Deputy Director Parks is the first level of a two-level management series in Parks.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Working through subordinate supervisors and staff, supervises Parks operations of athletic facilities and grounds maintenance, athletic parks and construction, landscaping, citywide security and Coolidge Park, 21st Century Waterfront and other Parks Division facilities; assists supervisors in developing work plans, schedules and communicating special events needs for all city-wide special events.

Provides direction and assistance to subordinate supervisors in planning and prioritizing projects, inspects park maintenance, custodial, landscaping, athletic facilities and various city venues and parks which are major tourist attractions; monitors use of equipment and materials; documents cost data for budget review.

Manages and indirectly supervises the Parks Ambassador Unit, litter/refuse collection, janitorial services to include supplies and inventory control, rentals of parks and facilities and operations and management of the Coolidge Park Carousel.

Assists in project planning and management, inspects work in progress and helps ensure timely completion and compliance with specifications and drawings.

Coordinates projects with other City departments and helps to monitor project cost for budget efficiency.

Collaborates with the Director in management decisions involving staffing, financial resources, allocation of equipment and materials, staff development and training; and in the implementation and enforcement of City and department policies and procedures.

Collaborates with the Director in preparing the annual budget for all Parks Division units; manages disciplinary actions, personnel matters, complaints, suggestions for improvement and conducts policy research and prepares management reports.

Assists other department managers in promoting the Parks Division and works with public and private sectors in securing special events that attract tourists and create positive economic impacts on our city.

Meets with community groups, outside agencies, organizations, city employees and department managers; works daily with the public regarding division operations and assigned functions
Serves as a point of contact for all citywide special events; coordinates these events with public and private partners as well as other City departments and local governments.

Writes technical specifications for contract work; assists in coordinating bid work with Purchasing Division; assists in reviewing and approving purchasing requisitions and is responsible for approving purchases and purchasing requisitions in absence of the Director.

Assists other City departments and managers in coordinating emergency response crews for inclement weather; repair problems and other possible emergency situations; assists in ensuring Parks Division is in compliance with National Incident Management to maintain eligibility for federal grants.

Works on a daily basis with the Director, subordinate supervisors, department staff and other City Managers and staff, local universities, various public and private sector groups, athletic and sports organizations, local youth associations, local community groups, contractors, vendors, local and state media outlets, and national media outlets as needed.

Reviews, completes and approves various administrative documents including but not limited to work orders, times sheets, personal leave requests, invoices, purchase requisitions, credit card purchases and proper insurance documents for special events.

Ensures timely completion of service requests, work orders, complaints and problems.

Writes management reports, standard operating procedures, press releases, memos, meeting agendas, work schedules and produces annual work schedules for parks and facilities.

Attends professional conferences and seminars to maintain knowledge of the current laws, policies and practices related to parks management and other assigned functions.

Represents the Parks Division in various meetings and conferences; makes speeches and presentations; gives presentations to advisory boards and City Council.

Coordinates maintenance functions for facilities within the Parks Division.

On call to respond to after hours and weekend calls to 311 service for Parks Division; contacts appropriate supervisor to address emergency requests and coordinate responses to after hours alarm calls for Parks Division.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head. Performs other related duties as required.

Make decisions related to training for division and department, with input from subordinate managers and supervisors and HR safety division, scheduling training and ensuring all OSHA requirements are met.

Make decisions related to divisional policies and procedures based on Division mission/vision and operational needs; write policies and SOPs based on City policies, OSHA standards, and local/state/federal statutes and best practices recommended by professional associations; writing policies and procedures for Department of Parks & Outdoors, with input from Administration and department leadership, utilizing strategic check-ins with the Deputy Administrator.

Make decisions related to purchasing contracts (renewals, rebids. award recommendations), when a new contract is warranted for materials or services based on operational needs, taking the lead in writing all contract specifications for the division, and assisting with the same throughout the Department.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Public Administration, Plant Sciences, or related field and four (4) years of experience in or related to landscaping, or parks maintenance. Must have experience managing maintenance staff, budgets, contracts, or projects.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; parks management principles and practices; program planning, delivery and evaluation techniques; applicable federal, state and local laws, rules, regulations, codes and/or statutes; policy and procedure development practices; financial accounting principles; budgeting principles to include life-cycle building and equipment expensing; customer services principles; mathematical concepts; principles and practices of grant and/or contracts administration.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, delegating and assigning work; preparing reports; using computers and related software applications; performing mathematical calculations; directing and overseeing facilities maintenance, life-cycle building and expensing equipment; work order management activities; developing, reading, comprehending and reviewing financial information; making program decisions based on financial considerations; developing revenue sources and requirement; adapting to rapidly changing environments; solving problems; mediating and resolving conflict; conducting negotiations; developing and implementing strategic plans; developing, implementing and applying policies and procedures; preparing and administering budgets; analyzing processes and making recommendations for improvement; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee, 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 encourage both prospective and current employees to discuss potential accommodations with the employer.