

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director Parks Maintenance**

**Department: Parks & Outdoors**

**Pay Grade: GS.14**

**Supervision Received From: Deputy Administrator PO**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Dep. Dir. Parks Main**

**Established Date: 6/29/07**

**Spt. DT Riverpark, Mgr. Nat. Resources**

**Revision Dates: 4/1/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for providing strategic direction for the maintenance of the City's parks, open spaces, and natural areas, including athletic fields, facilities, and Urban Ecology. Duties include hiring, training and evaluating division staff; coordinating division projects and work activities;; supervising investigation of accidents or incidents; developing and administering the division budget; representing the division with the public and City to set goals and to identify funding availability; developing and administering policies and procedures. Work is performed with general direction, working from broad goals and policies.

### **SERIES LEVEL:**

The Director of Parks is a stand-alone position in the Parks management series.

### **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.)*

Supervise staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.

Direct and oversee the day-to-day operations and functions of all units within the City's park system, includes planning, coordinating, administering and evaluating maintenance programs, projects, processes, procedures, internal controls, quality initiatives, systems, standards, strategic initiatives and/or service offerings; ensuring compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas..

Direct and oversee the maintenance and repair of facilities; reviews work requests; inspects sites to determine needs and initiates appropriate action; monitors work in progress and inspects completed work.

Direct and oversee Urban Ecology initiatives and promotes sustainable land management practices throughout the City.

Supervise investigations of accidents or incidents involving employees, vehicles, property and/or facilities.

Review and manage the analysis of management information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Review, manage and participate in the preparation, review and submission of a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables and/or statements to and from internal departments, financial institutions, governmental entities and external agencies.

Participate in/on a variety of task forces, meetings, committees and/or training sessions in order to receive and convey information. Responds to requests for information and provides subject-matter-expert guidance to other departments, patrons, the general public and/or outside agencies.

Manage agreements, contracts, grants and/or regulatory compliance issues.

Develop and administer budgets within the Division, including capital improvement budgets; approves expenditures; reviews financial statements; manages financial operations.

Use, carry and answer their cell phone for business purposes as determined by the assigned job duties and the department head.

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 a related field and eight (8) years related parks maintenance experience; or a Master's Degree in a related field and six (6) years of related parks maintenance experience. Related experience must include three (3) years managing maintenance staff, budgets, contracts, and projects. Experience and education in management of turf grass, landscaping and facilities is preferred or any combination of equivalent experience and education/training sufficient to successfully perform the essential functions of this job.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; parks management principles and practices; applicable

federal, state and local laws, rules, regulations, codes and/or statutes; policy and procedure development practices; financial accounting principles; budgeting 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 activities; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; 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; excellent written and oral communication skills, as well as 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: N

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.