



HORIZON CITY

Incorporated 1988

**** JOB POSTING ****

Job Title: Parks and Recreation Manager
Department: Parks
Classification: Exempt
Job Type: Full-time
Starting Pay: \$38,000.00/annually
Posting Dates: Until Filled

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Is responsible for the management of acquisition, development, maintenance, operation and programming of public parks and recreation facilities and programs. Directs, plans, manages, administers, and reviews the activities and operations of the City Parks in accordance with the City Charter, City Ordinances and Codes and applicable State Law. Supervises and coordinates the maintenance of park and open space grounds, athletic fields, medians and rights-of-way and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION

Direct supervision is provided by the Public Works Director and general management by the Planning Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to)

1. Develop, plan and implement goals and objective for a future Parks and Recreation Department, recommend and administer policies and procedures, annual budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures, and implement adjustments as necessary.
2. Responsible for overseeing the maintenance, construction and operations of City Parks.
3. Drive a city vehicle as assigned by supervisor.
4. Manage, direct and organize park maintenance activities including the maintenance and landscaping of parks, open space, and athletic fields; make periodic inspections of park facilities and maintenance; inspect equipment to ensure employee and public safety.
5. Prepare equipment specifications for the purchase of new equipment; prepare cost estimates for proposed projects; review and recommend bids; prepare related contract documents and approve contractor payments and change orders.
6. Respond to and resolve difficult and sensitive citizen inquires and complaints; recommend appropriate action to resolve complaints.
7. Provides information and assistance to the City Council, Planning and Zoning Commission, Board of Adjustments and other advisory committees as needed.
8. Works closely with City Engineer.
9. Shall examine or cause to be examined premises for which permits have been issued and shall make or cause to be made necessary inspections to see that the provisions of the law are complied with.
10. Ability to communicate effectively both orally and in writing.
11. Other duties as assigned and as may be necessary to complete regular work.



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MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

Associate's degree in Public or Business Administration from an accredited college or university with major coursework in park administration, horticulture, landscape architecture or related field preferred; and, at least four (4) years of experience in landscape, golf, horticulture, park management, parks grounds maintenance or related field, with two (2) year's supervisory experience in landscape, golf or parks grounds maintenance or a service related field. Prior Public Works experience preferred and/or equivalent combination of education, training and experience in related field may substitute for experience.

Bilingual preferred (English and Spanish).

LICENSES AND CERTIFICATES

1. Texas Department of Agriculture category 3A Landscape Maintenance and Category-5 Right of Way-Vegetation Management or Structural Pest Control Service (L, W) required to be obtained within one year of employment or will result in a non-disciplinary termination.
2. Texas Department of Agriculture (Category 6) license required to be obtained within one year of employment or will result in a non-disciplinary termination.
3. IPEMA Certified playground inspector preferred.
4. ISA Certified Arborist Municipal Specialist preferred.
5. State of Texas Irrigator License preferred.
6. A valid Texas Class "C" Driver's License or equivalent from another state.

KNOWLEDGE, SKILLS AND ABILITIES

- Materials, method, practices and equipment used in park maintenance activities.
- Methods and techniques used maintenance of irrigation systems in parks and athletic fields.
- Methods and techniques used in estimating time and materials for grounds maintenance activities.
- Chemical application procedures and rates.
- Planting mixtures and fertilization requirements.
- Plant pests and diseases, and methods of their control and eradication.
- Chemicals and sprays commonly used for plant and grounds care and their proper application.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles of municipal budget preparation and control.
- Pertinent federal, state and local laws, codes and regulations.
- Ability to work on-call.
- Ability to work Special Events.
- Establish and maintain good working relationships with Council, Department Heads and outside entities.
- Exercise good judgment in evaluating situations and making decisions.
- Strong background in working with public and private entities.
- Maintain a strong sense of propriety concerning confidential matters.

To apply please submit a Resume along with the Horizon City Application for Employment found in the following website and email to: jobs@horizoncity.org; or visit website at <http://www.horizoncity.org/human-resources/> for additional information.