

**PARKS, RECREATION & COMMUNITY FACILITIES (PRCF)
PROJECT MANAGER**

JOB DESCRIPTION

Classification Responsibilities: A Parks, Recreation & Community Facilities (PRCF) Project Manager is responsible for performing professional work in managing the planning and development functions within the City's parks and recreation areas and/or community facilities. Responsibilities may include project planning, project scope and budget development, master planning, community engagement, and coordination and facilitation of activities. This class assists with the development or review of system master plans and/or site plans and may be responsible for monitoring and implementing approved plans. Master Planning includes: recreation programming, park maintenance, park land, land acquisition and development, space needs analysis, building systems analysis and infrastructure lifecycle replacement plans, and additional facility needs related to the Department's mission that are required to support Mesa residents over the next twenty-five years. This position is responsible for development and/or review of Capital and Infrastructure Improvement Project (CIP) plans including budgets and five-, ten-, and fifteen-year plans that tie into implementation of applicable Master Plans.

Additional responsibilities may include: involving Department leadership and other staff in the planning process; developing and maintaining financial tracking systems to monitor approved projects related to long range plans and infrastructure replacement schedules. Monitoring CIP budget to ensure expenditures are within budget guidelines; developing and maintaining a central programming and facilities database which is utilized by staff members in the preparation of reports, grant applications, etc.; researching, maintaining, and communicating data regarding the Departments long range plans and infrastructure replacement plans, CIP's and facility needs to various staff members; engaging the community in site planning and master planning activities when applicable; preparing applications for grants associated with project funding and ensuring compliance with funding agency stipulations; developing and maintaining maps depicting Department facilities using Geographic Information Systems (GIS) and other related software.

An incumbent in this class is also responsible for developing, modifying and implementing contracts, specifications, bids and memos of understanding; overseeing and modifying intergovernmental agreements (IGAs); and following proper procurement rules and policies during project implementation. This position will be responsible for communicating and working with various staff members including: management, inspectors, contractors, Mesa residents, and representatives from other City departments on routine, controversial and/or difficult contractual and other matters of public concern. An incumbent in this class must have the technical skills and knowledge necessary to perform related duties as required which may include development plan review functions for project management, implementation, submittal review, oversight, project inspection, and evaluation. This class may act as the Department's technical representative in all engineering related areas involving building systems such as HVAC, electrical, and mechanical. The PRCF Project Manager is also responsible for coordinating and supervising various projects and administrative activities such as management of preventative maintenance contracts and other service contracts related to maintenance of City facilities. In addition, this classification may supervise professional-level or clerical employees. This class is responsible for performing related duties as required.

Distinguishing Features: Requires independent judgement and initiative in making technical decisions. This class is supervised by an Assistant PRCF Director or a PRCF Administrator. Work is reviewed through conferences, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Park Administration, Recreation Management, Natural Resources Planning, Landscape Architecture, Civil Engineering, Construction Management, Business Administration, or a related field. Considerable (3 - 5 years) professional experience in project management and budgeting.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Due to the required access to all City buildings for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow full, unescorted access to Police facilities (*by assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience dealing with the public on strategic planning issues and skill in the use of related project management, GIS, mapping, or other related technical software. One year of experience in Master Plan coordination. Registration as an Engineer-In-Training (*by assignment*). Experience with public bidding and procurement processes (*by assignment*). One year of supervisory experience.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, management, inspectors, contractors, architects, public officials, and the general public both orally and in writing for the purpose of gathering data for planning, contracts, IGAs, CIP and budget development. Interacts with the public and participates at public meetings such as neighborhood park development meetings, meetings with building liaisons and/or facility occupants. Investigates and responds to complaints, questions, or requests from citizens, developers, and businesses. Prepares documents, reports, and plans using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operating procedures. Inspects, monitors, and evaluates information, contracts, IGAs and CIP's at park/community facilities. Enters data or information into a personal computer (PC) to produce reports. Prepares CIP-related reports, studies, contracts, IGAs, and Master Plans. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to monitor facility sites and to attend meetings located away from the administrative offices. Attends meetings with staff and the public at various park sites and building locations throughout the City. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and coordinates the work within the Planning and Development unit. Prioritizes own work. Conducts research and analyzes data relating to the Master Plan, CIP's and facility needs through analyses of statistical and demographic information. Participates in the maintenance of financial tracking systems and a central facilities database. Performs mathematical calculations, statistical computations, and financial and/or cost analyses. Comprehends and makes inferences from written material such as memos, letters, plans, bids, specifications, submittals, and standards. Formulates, analyzes, and administers plans and CIP's for the Parks, Recreation and Community Facilities Department. Assists management in devising and implementing tracking systems in order to improve plans tracking and CIP management. Prepares applications for grants associated with CIP funding. Operates a PC database management system to generate reports, sort information, and access data related to operations. Reads project plans and applies to field conditions. Develops and maintains maps and exhibits depicting division facilities to be utilized in presentations. Organizes, conducts, and facilitates neighborhood community meetings regarding park design and development issues. Organizes, conducts, and facilitates meetings with building liaisons and/or facility occupants regarding repairs and/or projects (*by assignment*). Inspects park development or building/infrastructure projects to ensure workmanship meets specification standards and appropriate horticulture practices. Supervises, prioritizes, assigns, and evaluates the work of subordinate and/or contracted personnel.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practices of public administration, municipal government, and parks and recreation services;

principles and practices of strategic planning and development, including design, standards, materials and construction functions;

principles, practices, and objectives of CIP requirements;

principles, practices, and objectives of contracts requirements;

principles, practices, and objectives of IGA requirements;

facility and landscaping design, maintenance practices, techniques and standards;

horticulture practices, turf management, and arboriculture;

building systems including electrical, HVAC, plumbing, and mechanical (*by assignment*);

principles, practices, and methods of municipal finance budgeting and accounting;

principles of supervision and personnel management;

research techniques, methods, and procedures;

division policies and procedures relating to parks administration;

group dynamics/human behavior and the effects of both on members of a group;

organizational development methodology, concepts, and practices; and

computer software and related applications.

Skill in:

project management;

system design and development;

space needs analysis (*by assignment*);

synthesizing complex information into clear and concise proposals, and reports;

oral and written presentation development and delivery;

project management;

data analysis, summary, interpretation, and presentation; and facilitation.

Ability to:

direct research and compilation of data necessary for park and recreation planning and development activities;
communicate clearly, concisely, and convincingly in front of small and large groups;
work quickly and accurately under pressure to meet project deadlines;
formulate long-range planning goals;
interpret and apply City ordinances, rules, regulations, standards, and other guidelines;
analyze, interpret, and report research findings and make recommendations;
prepare written and verbal reports of a technical nature;
prepare clear, concise, and accurate written documents and reports using proper business English, sentence structure, grammar, and punctuation;
coordinate work plans with internal and external customers and project stakeholders;
perform a broad range of supervisory responsibilities over a professional staff;
cooperate with management, City employees, citizen organizations, other governmental agencies, and the general public to achieve goals and complete projects;
resolve capital project planning and development issues of concern to any project stakeholder;
comprehend and make inferences from written material;
identify sound park and building construction workmanship, building systems functions, and horticultural practices related to park development;
review the work products of others to ensure conformance to standards;
work independently on major projects; and
establish and maintain effective working relationships with subordinates, management, contractors, City officials, other professionals, coworkers, supervisor, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 44-200

PAY RANGE: 53

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