



CLASS SPECIFICATION

Class Code: 18154
Date Est: 07/2016
Last Rev: 10/2018
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

PARK PROJECT AND SAFETY COORDINATOR

DEFINITION

Under general direction of the Park Maintenance Supervisors and District Park Managers, manages the Playground Safety Program as well as park projects related to infrastructure preservation and other non-capital projects; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate's degree in project management, park planning, construction, landscape architecture or related field AND four years of progressively responsible experience in construction management, park project management, park planning, playground safety or related experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

A Certified Playground Safety Inspector (CPSI) certification must be obtained within 6 months of appointment.

SUPERVISION EXERCISED

Exercises technical and lead direction over seasonal staff, volunteers, interns and/or inmate work crews.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform monthly and annual inspections of all playground equipment within Washoe County Parks to ensure compliance with all applicable guidelines and standards.

Maintain an inventory of inspections and create a data base for maintaining records of inspections.

Perform general maintenance and repair of playgrounds within scope of knowledge; coordinate with others to ensure that all other general maintenance is being completed in a timely and cost-effective manner.

Order parts, equipment and supplies to be used in the maintenance and repair of playgrounds.

Initiate park infrastructure preservation projects based on a prioritized list; work closely with field staff to verify needs and to ensure that work is completed within the estimated budget.

Initiate park project construction by conducting meetings with prospective contractors and County representatives to review specifications, general construction procedures and ensure compliance with Washoe County regulations.

Review scope of work, obtain quotes for services, approve change orders and coordinate project timelines with all potential stakeholders.

Conduct on-site inspections of construction projects in progress, ensuring conformance with specifications and contract terms.

Maintain records and prepare reports.

Respond to public inquiries in a respectful and courteous manner; provide accurate information within the area of assignment; resolve complaints in an efficient and timely manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures pertaining to the repair and construction of County park structures and facilities.

Washoe County, State of Nevada, City of Reno and City of Sparks codes and regulations pertaining to construction and construction materials.

National Recreation and Parks Association guidelines.

Washoe County purchasing practices and guidelines.

Departmental policies and procedures.

Computer software specific to the department/division.

Ability to:

Manage multiple projects including scheduling, payment, staff coordination, etc.

Maintain asset inventory including condition index, parks/supplies and locations.

Cooperatively communicate and work with multiple staff.

Lead volunteers/crews in park projects.

Recommend project modifications to reduce costs when bids exceed approved budgets.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Project management principles, practices and techniques.

Methods, materials and equipment used in ground and facility maintenance.

Inspection techniques to determine safety and efficiency of equipment.

Sound construction procedures, safety standards for trades work, and quality of construction materials

Inventory control methods.

Data collection and record keeping.

Ability to:

Read and interpret plans.

Organize and administer construction projects.

Analyze information, evaluate alternative solutions and project consequences of proposed actions.

Skillfully operate equipment and tools necessary for ground and facility maintenance.

Identify needed maintenance and safety improvements; develop and implement recommendations.

Operate a computer and computer programs.

Draw plans from sketches.

Communicate effectively, both orally and in writing.

Maintain and foster effective and collaborative working relationships with contractors, County staff, elected officials, the general public and those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to walk on uneven or slippery surfaces. Ability to bend, stoop, kneel, climb and inspect in high or small spaces. Ability to lift objects weighing 75 lbs. Exposure to dust, dirt, grease and construction materials. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.