



# Division Manager – Parks and Trails

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 515  
Supervisory: Yes  
Reports to: Associate Director – Public Works

### Summary

Under general guidance and direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities and personnel of the Parks and Trails Division of Public Works.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the activities and personnel of the division.
2. Make staffing decisions within the division including hiring, training, performance evaluations, scheduling of workloads and job assignments, safety awareness, and retention of assigned personnel.
3. Compile, review, and maintain reports, daily work records, timecards, payroll information, work specifications, Parks division contracts, and appropriate personnel documentation within division.
4. Organize and oversee the setting of goals for the division on a yearly basis with planned quarterly meetings to discuss progress or modifications if needed.
5. Supervise and coordinate division involvement within the department and with other County departments, volunteer groups, private partners, and other outside agencies, including scheduling construction and maintenance contractors.
6. Make maintenance and purchasing decisions for equipment, tools, and supplies within the division.
7. Assist in the preparation of the division budget; monitor and approve division purchase orders and expenditures.
8. Ensure all aspects of health and safety are addressed within and along the parks and trails including regular inspections of County parks and trails.
9. Assist in planning, designing, and monitoring construction of new park and trail facilities and improvements to existing park and trail facilities.
10. Ensure favorable public relations; respond to questions, complaints, and problems relating to the usage of County parks and trails; distribute informational brochures and documents.

### For Office Use Only

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Job Title: Division Manager – Parks and Trails  
FLSA: Exempt  
Effective Date: 7/15/2021  
Public Safety: No

Worker's Compensation: County  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Division Director

11. Prepare reports for State and Federal agencies when their funds are used on specific projects.
12. Respond to emergency situations on an on-call basis as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of the principles, practices, materials, and equipment used in the repair, maintenance, and construction of parks and trails
- Knowledge of current trends and standards affecting parks and trails
- Knowledge of the principles and practices of parks management including buildings, property, and budget administration
- Knowledge of supervisory techniques, including ability to resolve conflicts and complaints
- Knowledge of landscaping, turf management, tree management including identifying hazardous trees and the use of proper pruning techniques
- Knowledge of sprinkler systems including system design, installation according to proper sprinkler specifications, and maintenance
- Knowledge of irrigation and water pumps
- Knowledge of application of herbicides, fungicides, insecticide and pesticides
- General knowledge of plumbing and electrical work
- Skilled in reading blueprints
- Skilled in use of asset software including GIS mapping systems
- Skilled in reading, writing, and math
- Skilled in interpersonal communication
- Skilled in using hand and power tools
- Skilled in using light and heavy equipment
- Skilled in word processing, basic computer operation, and document composition
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to effectively supervise, motivate, and guide others
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work is regularly performed for sustained periods outdoors including in hot, cold, or inclement weather. The employee is exposed to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This job requires the use of

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protective devices such as masks, goggles, and gloves. The employee may be exposed to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to loud. The incumbent is required to drive Utah County owned vehicles daily in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is required to lift supplies and equipment up to 80 pounds. This employee is frequently required to stand, talk, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type and file. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Horticulture, Parks and Recreation, Landscape Architecture, or a closely related field with course work in Arboriculture, Horticulture, or Plant Science.
2. Five (5) years of professional experience in parks, trails and/or grounds maintenance work, or related activities, two (2) years of which must have been in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants must obtain the following license and certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain certifications during employment when applicable.
  - a. State of Utah Class B Commercial Driver's License (CDL)

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- b. State of Utah certification as a Pesticide Applicator
  - c. Forklift Certification
  - d. CPR Certification
  - e. Must pass Certified Playground Safety Course
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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