

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Park Project Coordinator	BAND/LEVEL:	Prof II
DEPARTMENT:	Parks Services	JOB NO:	2865
DIVISION:	Parks and Forestry	DATE:	2/27/2012
REPORTS TO:	Park Maintenance Supervisor	FLSA STATUS:	E
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 512

REPLACES: New Position

DATE:

JOB SUMMARY STATEMENT:

Provides direction and oversight in the implementation of the department's capital improvements plans and park master plan. Assists in the development and renovation of new and existing park facilities. Coordinates the activities of outside and in-house design projects. Monitors and participates in yearly planning of budgeted park improvement projects. Maintains and updates master plan of all park facilities operated by and proposed for acquisition by the City. Updates City's Master Plan of parks, open space and greenway system. Provides supportive resources to other divisions and departments as required. Assists with emergency operations, including snow removal.

DUTIES AND RESPONSIBILITIES:

1. Assists in the development and renovation of new and existing parks and facilities. Coordinates the work of design consultants. Develops bid specifications, contract documents and plan sets for various capital projects and expenditures. Assists with construction administration and oversight for contractor's progress and quality of work. Conducts periodic construction site visits and construction project meetings with contractors. Reviews project expenditures to insure work is being accomplished within budget.
2. Coordinates the activities of in-house design and construction projects. Develops design program and determines project special needs and priorities. Develops cost estimates and makes determination that adequate funding is budgeted for projects.
3. Serves on project design committees and assists with selection of professional services, fee negotiation, plan review, cost estimates, inspections, problem resolution and verifies work for payment.
4. Leads, plans, coordinates and reviews park and recreation development projects including conceptual and final design. Prepares construction drawings and documents, cost estimates, specifications, and scheduling. Ensures compliance with applicable guidelines and standards. Meets with neighbors as needed.
5. Assists and participates in the implementation of the City's Park Comprehensive Master Plan, open space, greenway linkage system, and Capital Improvements Program. Assists with preparation of five-year capital program for development and maintenance of park and facility improvements. Assists in establishing project budgets, program needs, and schedules for capital projects and park plans. Assists with evaluating facility needs and developing priorities and planning strategies.
6. Researches and prepares applications for grant funding, including federal and state government, for park, trail and landscape improvements. Conducts special studies.
7. Assists Department Director in developing and monitoring project programs and budgets. Reviews anticipated project needs and capital project expenditures. Determines project program priorities and provides input on project funding needs. Reviews project progress and schedules to insure meeting program or facility requirements.
8. Prepares information on various issues and attends monthly meetings of the Citizen's Advisory Council on Parks and Recreation as needed.
9. Maintains, organizes and manages archived park master plans and construction plans and documents.
10. Provides supportive resources to other divisions, departments and agencies. Represents the Department in private development review process to assure compliance with Comprehensive Parks Master Plan, Greenway Linkage Plan and potential acquisition of park land.

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11. Develops cooperative relationships with other Departments/Divisions and public and private entities. Provides information to public regarding park improvements.
12. Assists supervisor in emergency operations, including snow removal.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in landscape architecture, land planning, environmental design, or related field with an emphasis in landscape architecture or additional equivalent experience. Must possess a valid driver's license and maintain an insurable driving record. Possession of a license to practice landscape architecture in the State of Kansas preferred.

EXPERIENCE:

Three years landscape architecture and project administration experience. Similar level of experience in construction administration and supervision of contract design professionals. Proficiency with AutoCAD and ArcMap software applications, graphic information systems and MS Office programs.

SKILLS:

1. Knowledge in the principals and practices of Landscape Architecture.
2. Good knowledge of park and recreation facility design and computer mapping.
3. Knowledge of trees, shrubs, woody ornamental, perennial and annual plants, design and care.
4. Knowledge of hardscape features and materials
5. Ability to work on multiple projects at one time.
6. General understanding of competitive bidding process and construction management experience
7. Computer operation skills including computer aided drafting and mapping software.
8. CAD skills
9. Manual drafting skills.
10. Good oral and written communication skills.
11. Good listening skills.
12. Group presentation skills.

MENTAL REQUIREMENTS:

1. Ability to analyze problems and recommend possible solutions.
2. Ability to read plan sheets and maps
3. Ability to read and comprehend City Codes.
4. Analytical skills.
5. Diplomacy and judgment when working with citizens, contractors, consultants and public officials.
6. Ability to learn and understand PC software applications.
7. Alpha and numeric recognition.
8. Ability to prepare park plans.

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PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to operate a city vehicle.
3. Hand and eye coordination adequate to operate drafting instruments, lettering machine and survey equipment.
4. Visual stamina and acuity adequate to review alpha/numeric data.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.