

## DEVELOPED PARKS & TRAILS PROGRAM MAINTENANCE MANAGER

*The City of Missoula and the Parks and Recreation Department are seeking candidates who are committed to a challenging opportunity to serve the citizens of Missoula. Under the supervision of the Developed Parks & Trails Superintendent, the Program Manager oversees the maintenance of a broad range of public parks and green spaces, trails medians and major recreation facilities and parks, including competition level sports complexes and events.*

**DEPARTMENT:** Parks and Recreation Department  
**ACCOUNTABLE TO:** Developed Parks & Trails Superintendent  
**STATUS:** Regular, Full-Time, Non-Union  
**RATE OF PAY:** \$27.6346/hr to \$32.123/hr based on experience and qualifications

General Statement	<p>Under general direction; direct, coordinate, schedule and supervise maintenance activities on city properties, including, but not limited to; parks, trails, medians, and numerous recreation facilities. Supervise field crews performing repair and maintenance of developed and undeveloped parks, trails and recreation facilities including major sports turf complexes. Assist with design/development review of related projects and minor construction and renovation of projects in accordance with an established budget and personnel policies.</p>
Duties and Responsibilities	<p>Oversee and assist in coordination related to park and recreation maintenance and facility development projects including all City of Missoula Developed parks, medians, trails, sports fields, related facilities and amenities, and department vehicles and equipment; assign, measure and prioritize work, monitor its timely completion; provide leadership, ensure safe work culture, conduct facility condition assessments, assistance with work plan development and general direction to staff in performing duties, such as maintaining facilities, equipment, rolling stock, commuter and fitness trails aquatic facility maintenance, sport courts, skatepark, sports fields and related amenities; train and advise employees on appropriate methods and techniques for completing assignments.</p> <p>Assist with strategic planning for department; prepare a variety of reports and planning documents; conduct regular subordinate staff meetings; prepare proposed operating and capital project budgets for specific work units; approve and monitor budget expenditures and spending within authority as designated; prepare and present to governing entities; such as but not limited to, Park Board, Neighborhood Councils, Local and regional committees and partners; identify training needs, evaluate performance or assigned personnel, and work with employees to correct deficiencies and build strength; review personnel time sheets and leave requests for accuracy.</p>
Preferred Qualifications – Experience, Education, Knowledge & Skills	<p>Knowledge of modern best management practices, regulations, standards, and techniques related to construction, repair and care for public parks, outdoor aquatic facilities, landscaped areas, medians, boulevards, competitive sports facilities, trails; safe and efficient work practices; record keeping, reporting and purchasing procedures; principles of supervision, training and performance evaluation.</p> <p>Ability to direct, supervise, train and evaluate performance of subordinates in the area of work assigned; understand and convey oral and written instructions, read and interpret maps, construction plans, blueprints, work orders; detect, analyze and take</p>

	<p>appropriate action to correct deficiencies; keep clear and accurate records; oversee highly skilled construction, maintenance and repair tasks; operate equipment; establish and maintain cooperative working relationships with subordinates, superiors and the general public.</p> <p>State of Montana pesticide license  Certified Playground Safety Inspector (CPSI)  Completion of Maintenance Management School</p>
Required Qualifications	<p>A bachelor’s degree in Parks and Recreation management or relevant field, plus three years of program management experience, including two years of supervisory experience, or an equivalent combination of education and experience.</p> <p>Moderate skill set related to use of computer programs: such as, Outlook, Word, Excel and Power Point.</p>
Required Licenses/Certifications	<p>Must be able to acquire USDA applicators license, Certified Playground Safety Inspector, and Certified Landscape Irrigation Auditor. Montana Driver License.</p>
The Successful Candidate	<p>Use independent judgment and intellectual analysis to interpret and apply policies and procedures  Organize and prioritize multiple work assignments, meeting deadlines and exercising with adaptable professional approach  Effectively interpret, communicate and implement detailed information, procedures and directives clearly and relay correspondence to a wide variety of individuals both internal and external to the organization  Possess the ability to identify shortcomings within a process and implement changes for improvement  Demonstrate self-motivation and ability to independently follow through on tasks and projects  Consistently exercise initiative and good judgment  Establish and maintain effective and positive working relationships with supervisor, co-workers and the public  Represent the Parks and Recreation department and City of Missoula to others in a professional and courteous manner</p>
Special Conditions of Employment	<p>Must possess currently or be eligible to obtain a valid State of Montana Driver License and have an acceptable driving record.</p>
Diversity Statement	<p>The City of Missoula is committed to building and sustaining a culture of diversity and inclusion. We embrace and encourage diversity in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political ideas, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. Reasonable accommodations in the selection process are provided, upon request, for individuals with disabilities. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.</p>

Application  
Documents

Application  
Cover Letter  
Resume