

CLASS SPECIFICATION
Parks Projects Coordinator

GENERAL PURPOSE

Under general direction, plans, coordinates and monitors the completion of park and related facility construction and major maintenance projects; ensures adherence to department standards and specifications; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Parks Projects Coordinator is responsible for a wide range of activities related to the planning, design and construction of City parks and related facilities. The incumbent reviews and recommends the approval of plans and specifications and monitors construction activities to ensure facilities are constructed in accordance with City and department requirements. Work entails the careful coordination of multiple projects with other City departments, developers, architects, engineers and outside agencies. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides accurate, timely review and interpretation of plans and project specifications; assures that department specifications are adhered to.
2. Administers plan check review of park landscape areas and facilities for new developments and/or existing developments within the City; reviews and provides specifications and standards and assists with design, as necessary.
3. Participates in the City's project review and map conditioning process and provides comments/conditions, as necessary.
4. Maintains detailed records and logs regarding contract construction or construction performed by City staff.
5. Monitors contract compliance with prevailing wage laws, California and local building codes, City and Greenbook specifications, OSHA and ADA requirements and other federal, state and local laws, codes and regulations.
6. Responds orally and/or in writing to public and inquiries or complaints regarding landscape services and installation.
7. Assembles project bid documents, administers public bid/quote process and recommends and administers action on construction or maintenance contracts.

8. Inspects projects and, where necessary, provides corrective notices and/or holds on permits for failure by developers or contractors to comply with approved conditions.

QUALIFICATIONS

Knowledge of:

1. Functions and practices of park and recreational facility planning, design and landscape architecture.
2. Principles and practices of recreation use management.
3. Basic principles of architectural and landscape design and processes.
4. Principles of contract administration and the Public Contract Code and the City's contracting and purchasing policies and procedures.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Environmental regulations governing public works projects.
7. Bonding requirements, payment schedules, lien laws, notices of completion, prevailing wage laws/rates, CAL OSHA regulations, Americans with Disabilities Act regulations and Building Code requirements.
8. Real estate conditions involving processing entitlements, appraisals and zoning reports as they impact department projects.

Ability to:

1. Coordinate multiple, concurrent tasks/projects with other City departments, developers, architects, engineers and outside agencies.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Read and interpret grading, landscape, irrigation and building plans and interpret and apply California building codes, accessibility standards, Greenbook standards and zoning laws.
4. Review and critique architectural plans and proposed design solutions.
5. Research contractor bids to ensure compliance with bid submittal requirements.
6. Communicate effectively, both orally and in writing.
7. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Make public presentations regarding status of projects and long-range planning for projects.
10. Operate office business machines including personal computers.
11. Establish and maintain effective working relationships with developers, consultants, architects, City staff and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in public or business administration, park and recreation administration, landscape architecture, park management or a closely related field; and at least six years of progressively responsible contract administration experience or in a program/project management capacity.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing deadlines, on multiple concurrent tasks; work with interruptions and interact with developers, consultants, architects, City staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.