



DATE	April 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Parks Project Coordinator
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Parks Manager

SUMMARY: Responsible for development of project plans and scopes; prepares contracts and specifications required for bidding; reviewing site plans, plats and construction documents, facilitating Parks capital improvement projects, evaluating performance of the contractors, scheduling projects and monitoring on-site construction activities. Monitors and tracks all contract projects to ensure that agreements are in compliance with specifications, schedules and budget and certifies invoices for payment and acceptance of these projects. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Coordinates the planning, design, and construction of new parks projects by reviewing construction documents, making recommendations regarding new projects or revisions to existing facilities and evaluating prospective project sites or land acquisitions.
- Reviews construction plans/drawings and approves/recommends changes.
- Develops and submits budgets for proposed projects by monitoring expenditures/costs associated with each project to ensure compliance with approved budgets.
- Schedules projects and monitors progress to ensure timely completion by conducting site visits, inspecting work during all phases and upon completion, monitoring projects to ensure compliance with contracts, construction drawings, and applicable codes, standards, policies, and procedures.
- Interacts with architects, contractors, engineers, or other individuals associated with projects and serving as a point of contact for internal/external staff communications.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Consults with department management, contractors, and other officials to review projects and activities, reviews/resolves problems, receives advice/direction, and provides recommendations.
- Supervises and monitors the work of external contractors performing work for the City, which includes inspecting work to ensure compliance with applicable specifications and quality standards

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Manage Parks capital budget and assigned projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management techniques and methods;
- Knowledge of program budgeting principles and practices;

- Knowledge of contract management principles and practices;
- Knowledge of applicable laws, codes, ordinances, rules, regulations, policies, and procedures;
- Knowledge of procedures and methods related to maintenance activities in assigned area of responsibility;
- Skilled in reviewing construction plans for compliance with applicable standards;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in interpreting and applying policies; procedures, codes, laws, and regulations;
- Skilled in reading blueprints, schematic drawings, and/or construction drawings;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting circumstances and making decisions where uncertainty in approach, methodology, and interpretation may exist;
- Skilled in preparing and maintaining data in a work order management system that records work time/labor hours, material usage and work performed;
- Skilled in monitoring and evaluating the work of external contractors;
- Skilled in mediating and negotiation conflict;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Bachelor’s Degree in Landscape Architecture, Parks Planning/Management, Construction Management or related field.
OR
- Four years related architecture, park planning, contract management and/or construction experience.
- Must possess a valid Texas Class C driver’s license.

PREFERENCES:

- Bilingual in Spanish

WORKING CONDITIONS:

- Frequent reaching, climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, crawling, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both indoor and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, vibration, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Texas Class C driver’s license.

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.