



City of Pacific Grove  
Established Date: 12/18/2013

## **PUBLIC WORKS PROGRAM MANAGER**

(Public Works Superintendent)

**SUMMARY:** Under general supervision, manages the staff and activities of the Pacific Grove Public Works Department (PWD) and the Parks & Recreation (P&R) programs; manages conditions of the parks and the Pacific Grove Golf Links course and develops and implements plans for the maintenance, repair, development, and renovation of City parks, golf course, streets, buildings, grounds, wastewater and related assets and infrastructure.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, manages, reviews, and evaluates the maintenance, repair, development, and renovation of City parks, golf course, City streets, buildings, grounds, wastewater systems and related infrastructure and assets; ensures that public facilities are clean, safe, secure, aesthetically pleasing, and in compliance with state and federal regulations and City standards.
- Manages parks, Point Pinos Lighthouse and golf course operations, maintenance, renovations, and capital improvement projects.
- Manages City streets, buildings, grounds, wastewater, mechanical, safety and city forestry operations, maintenance, renovations, and capital improvement projects.
- Exercises independent judgment within broad policy guidelines; evaluates P&R, and PWD issues, and develops solutions; reviews operational trends, and identifies corrective strategies.
- Ensures the effective allocation and utilization of budgeted funds; ensures that project and program goals are met, appropriate services are provided, and operational issues are properly addressed and resolved.
- Manages and schedules staff, and assigns tasks, projects, and priorities; ensures that assignments are defined and achieved; evaluates staff performance; ensures that quality and safety standards are met; develops staff skills and training plans; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, equipment, customer service, budgets, and technical issues.
- Evaluates P&R and PWD operations, compiles operational data, generates activity reports, and develops recommendations for energy savings, safety improvements, and environmentally responsible and resource-efficient asset management techniques.
- Tests grasses and turf conditions, and identifies irrigation problems, insect infestation, disease pressures and other problems; determines and implements appropriate action to restore turf to optimum playing conditions.
- Oversees pesticide, chemical, and fertilizer applications; manages technical files, tracks hazardous chemicals, and generates reports to Environmental Protection Agencies.
- Manages maintenance and repair of P&R and PWD fleet vehicles and equipment.
- Enforces safety rules and regulations, and ensures proper safety precautions in all work performed; manages safety hazards, equipment problems, security issues, and emergency situations.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Parks and Recreation Management, Construction Management, Agronomy, Public or Business Administration, or related field; AND five years public parks and recreation management experience or Construction Management; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies and procedures.
- State and federal laws governing parks and public facilities, including OSHA requirements.
- Methods, procedures, materials, equipment, and techniques used for public works operations, construction, and maintenance projects.
- Principles and techniques for public grounds maintenance, turf grass management, and agronomy.
- Facility, vehicle, and equipment maintenance procedures and practices.
- Environmentally responsible and resource-efficient grounds maintenance techniques.
- OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Safety protocols for specialized equipment operation and the handling of pesticides and chemicals.
- Safe work practices, occupational hazards, and safety precautions in public facilities.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Managing parks and recreational facility maintenance operations.
- Interpreting and applying federal, state and local rules and regulations; and City policies and standards.
- Reading and interpreting plans, schematics, and specifications.
- Evaluating golf course and parks turf and soil conditions, and managing grounds maintenance projects.
- Developing designs, estimates, plans, and specifications for repair and maintenance projects.
- Managing and maintaining irrigation systems and equipment.
- Management and development of City infrastructure maintenance and improvement projects.
- Managing staff, delegating tasks and authority, and training to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Qualified Applicator Certificate from the California Department of Pesticide Regulation is required; additional technical training and certifications are desirable and may be required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in parks, on the golf course, roads, buildings, and in an office environment; incumbent is required to work with pesticides, herbicides, construction supplies, and other hazardous materials and chemicals.