

**Ken-Caryl Ranch Metropolitan District  
Job Description**

**Title:** Parks Director  
**Pay Range:** \$91,998 - \$138,008 annually  
**Date of Update:** January 1, 2022  
**Status:** Exempt  
**Classification:** Regular Full-Time  
**Department:** Parks  
**Reports to:** District Manager

This Job Description outlines the basic requirements, duties, and general responsibilities of the position of Parks Director. Unless modified by a written Employment Agreement, this position is “at-will,” which means the Ken-Caryl Ranch Metropolitan District (“District”) may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this job description are for reference only and shall not affect its interpretation. Unless expressly defined in this job description, all terms have the same meaning as defined in the Employee Handbook.

**Job Summary:**

Under the direction of the District Manager, Parks Director is responsible for managing the daily operations and maintenance of the Parks Department. The Parks Director collaborates with other Leadership staff on all facets of operation including budget, capital projects, staffing, and programming.

**Essential Functions:**

The following duties are an overview of the primary duties and responsibilities of the Parks Director and should not be considered an all-inclusive list.

- A. Oversee all operations within Parks Department; develop, plan, and implement departmental goals and objectives.
- B. Provides high level analysis of operations including budget, project research, and various reporting; develop special project needs and assess implementation methods for efficiencies.
- C. Prepare bid specifications and documents for various capital construction projects. Review bids and make recommendations to the Board of Directors based on best bids, competency of vendors and the selection criteria. Administer and monitor the work performance of approved contractors and conduct final walk-throughs and facilitate payment.
- D. Facilitate vendor payments and resolve billing discrepancies and issues.
- E. Develop and administer the department’s annual budget. Direct the forecast of necessary funds needed for adequate staffing, equipment, materials, and supplies. Monitor and approve all expenditures and implement adjustments throughout the year to ensure expenditures fall within budgetary parameters.
- F. Supervise, train, monitor, evaluate, and coach assigned employees performance; provide recommendations to the District Manager for hiring, promotions, salary increases, disciplinary action, or planned performance programs.
- G. Inspect parks, greenbelts, and facilities periodically to ascertain maintenance needs. Coordinate work details with existing work schedules.
- H. Ensure compliance with various federal, state and county laws and regulations regards parks operations; oversee compilation and maintenance of records of pesticide use according to State of Colorado Department of Agriculture’s requirements; ensure submission of annual backflow device testing documents to the local water district and maintain permanent records of same.
- I. Attends applicable meetings, conferences, and trainings; attends all special and regular Board meetings and study/work sessions, and advises the Board on matters before it.
- J. Purchase, procure, or approve all repairs, supplies, and other materials needed to allow for the most efficient operation of the Parks Department; develop, monitor, and recommend budget for Parks

Department; responsible for \$2.5 million annual budget.

- K. Consistently promote a positive, professional image of the District and provide excellent customer service at all times.

### **Positions Supervised**

The Parks Director supervises and provides work direction to two Parks Supervisors, one Fleet Foreman, 15 Technician I and II, and seasonal staff.

### **Required Experience:**

1. Bachelor's Degree in parks and recreation management, landscape management, or related field.
2. Five (5) years of experience in parks management and/or experience that has provided the knowledge, skills, and abilities necessary for an excellent job performance.

### **Knowledge, Skills, and Abilities:**

1. Possess skills in leadership, communication, and problem-solving skills as well as an understanding of systems in the building.
2. Ability to work a schedule that will include evenings, early mornings and weekends as conditions or programming schedules might dictate.
3. Ability to read, write, speak, and understand the English language at a level adequate to perform the job.
4. Must have the ability to be flexible and be able to adapt to changing daily schedules based on timelines and facility needs.
5. Working in a variety of locations and sometimes in challenging weather conditions.
6. Able to schedule maintenance activities and regulate purchases to stay within the annual departmental budget.
7. Develop and maintain relationships with District employees, volunteers, the community, public agencies, and the private sector.
8. Understand and consistently apply industry-accepted methods, materials and equipment used in parks maintenance; ability to read and understand blueprints and schematics.
9. Clearly understands the overall philosophy of public recreation agencies and adheres to the organization's mission.
10. Ability to estimate necessary materials and supplies within a reasonable degree of accuracy.
11. Flexible and positive in an intense and dynamic work environment; utilizes creative problem solving within an intense, dynamic, and sometimes challenging environment; ability to make quick, rational decisions in situations affecting the safety and wellbeing of program participants and possess the ability to carry out such decisions.
12. Effective and clear written and oral communicator with a variety of audiences including staff, participants. Elected officials, and community members.

### **Special Requirements:**

1. Proficiency in Microsoft Word and Excel.
2. Possess and maintain a valid Colorado Driver's License and be insurable by the District's insurance carrier by maintaining an acceptable driving record.

### **Work and Physical Requirements:**

This position requires work in a variety of locations and conditions, including but not limited to the Parks Department Maintenance Facility, other Recreational facilities, and outside areas within the District's park system. Position also requires work in an office setting for supervisory duties.

### **Working Environment**

1. Moderate physical activity will be required frequently.
2. Work will be required outdoors in all weather conditions.
3. Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces and proximity to moving mechanical equipment.

4. Use of sensory activities, such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision will be required frequently.

*Physical Requirements*

1. Have ability to lift, move and carry objects in excess of fifty (50) pounds frequently.
2. Have ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.
3. Be able to work evenings, holidays, and weekends as needed.