



# City of Spokane Valley Employment Opportunity

## Position: Park Operations & Maintenance Coordinator

**ABOUT THE CITY:** Spokane Valley is a city with a population of over 109,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is developing a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability, and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our city as a regular, full-time Park Operations & Maintenance Coordinator to ensure the smooth operation of Parks Department facilities, in compliance with appropriate safety and security standards. The ideal candidate will have exceptional professional skills and a strong desire to provide superior service to both internal and external customers. This position is responsible for contract administration, supervisory, technical, and skilled maintenance work in the City Park system. The ideal candidate will have a wide range of experience in turf and irrigation systems, lighting systems, natural resource/vegetation management, playground inspections, aquatic facility systems and general building and grounds maintenance. The selected candidate must maintain a positive work relationship with all other department and organization's personnel, while promoting the team concept & workplace environment. **This position may require you to be on-call and or called back to work without notice to respond to park maintenance needs.**

**SELECTED EXAMPLES OF DUTIES:** Manages and monitors a variety of Parks contracts with private service providers to maintain the operation of park facilities used by the public. Coordinates maintenance of City Park infrastructure and utilities with public and private service providers such as water, sewer, power, transportation districts or other agencies. Responds to complaints and conducts site visits to detect and evaluate potential safety hazards, damage or needed alterations regarding park facilities and equipment. Initiates corrective action or assigns the issue to the appropriate party for resolution. Provides technical assistance in design, layout, and installation of projects; prepares maintenance and/or construction cost estimates including procuring necessary materials and permits. Oversees projects to completion and verifies quality of work in all phases. Completes various forms of paperwork including purchasing, incident reporting, job costs, contractor work reports, work orders and estimates. Coordinates required advertising for bids, reviews bids and makes necessary recommendations based on factors such as cost, and competency of vendors. Supervises seasonal and full-time park staff, monitors performance and production. Promotes a safe working environment by establishing training schedules, inspecting job sites, and ensuring the proper use and care of equipment.

**DESIRED MINIMUM QUALIFICATIONS:** **Education and Experience:** Bachelor's degree from an accredited college or university in Parks and Recreation Administration, Landscape Architecture, Business or Public Administration, Turf Management or other related field AND a minimum of (4) years' experience in park operations at a supervisory level. An alternative combination of education and experience may be considered. **Necessary Knowledge, Skills and Abilities:** Knowledge of parks and recreation facilities, irrigation systems, methods and procedures used in maintenance and repair activities; skill in operation of various tools and equipment; and the ability to perform manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public. Ability to understand and carry out written and oral instructions. Ability to interpret and apply applicable Federal, State and local ordinances. This position requires considerable knowledge and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or ability to obtain one prior to employment. Possession of or ability to obtain National Certified Playground Safety Inspector certification within three months of hire. Successful completion of a criminal history check and pre-employment physical are requirements of employment for this position at the City of Spokane Valley.

**SALARY:** Salary range is \$31.45 - \$48.79 per hour (Grade 14). This is a represented, FLSA non-exempt position.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leave are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an MissionSquare 401(A) Social Security substitute plan with the same contribution rates as FICA. All positions in the City are considered at-will.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application resume, cover letter and list of five (5) work-related references via our Online Application System at [www.spokanevalleywa.gov](http://www.spokanevalleywa.gov) - click on Jobs.

**APPLICATION DEADLINE:** Apply Immediately. Posted July 19, 2024. Position open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.*

*We are an Equal Opportunity Employer*

**PLEASE POST**

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