

City of Bellingham

Classification Specification

CLASS TITLE	Park Project Specialist
DEPARTMENT	Parks And Recreation
UNION:	1937
SG:	11
CS:	Entry
FLSA:	Y
EE04CODE:	TE

NATURE OF WORK:

In conjunction with professional staff, ensures compliance with contract plans and specifications for park capital improvement projects. Performs field inspections of structures, grading, earthwork, irrigation and drainage systems, landscaping and other park improvements. Participates in plan review and inspects private development projects with public park facilities, landscape or trail improvements in residential, commercial and industrial projects. Utilizes data to prepare reports, permits, encroachment notices, maps and graphics. Provides park property and park project information to the public. Maintains inventory of city owned and managed park, open space and trail properties. May assist other City staff with field analysis and survey work. May oversee minor capital projects, including volunteer projects.

DISTINGUISHING CHARACTERISTICS:

This class requires a similar level of responsibility and decision making as the Engineering Technician classification in Public Works, however, it is distinguished by the specialized knowledge of parks and public spaces.

SUPERVISORY RELATIONSHIPS:

Reports to the Design and Development Manager who assigns and reviews work. May also receive direction from and have work reviewed by the Park Landscape Architect and Park Project Engineer. Works independently under informal supervision in accordance with applicable City regulations, policies, guidelines and applicable construction standards.

ESSENTIAL FUNCTIONS:

1. Inspect park capital improvement projects to ensure compliance with plans and specifications. Specific duties include: approve or disapprove work in progress, issue correction notices or stop work orders, create and maintain appropriate project records, verify quantities, recommend payments, and schedule outside inspections when necessary.
2. Inspect privately funded park-related public improvements including landscaping, park facilities and trails to ensure compliance with plans and specifications. Specific duties include: review and comment on development plans and recommend final approval.

3. Participate in the resolution of park property encroachments. Utilize City Software system to record infractions, make contact with property owner, follow-up for compliance and maintain appropriate documentation. Notify code enforcement officer as necessary. Take the lead in resolving issues as assigned.
4. Maintain Park property inventory in computerized record-keeping system; generate reports as required.
5. Respond to inquiries about park property and park improvement projects; as requested, prepare maps of park property for citizens, staff and other City departments.
6. Assist staff and coordinate with consultants on property analysis, surveys, measurements, layouts, etc.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

KNOWLEDGE AND SKILLS:

- Knowledge of park and landscape construction methods and standards.
- Knowledge of applicable local, state and federal laws, codes and standards related to construction and safety of park and landscape facilities.
- Knowledge of construction equipment and materials.
- Excellent communications skills including the ability to tactfully and calmly negotiate and resolve problems regarding compliance issues.
- Good writing skills and ability to prepare letters, technical materials and reports.
- Ability to read, understand and explain contracts, plans, ordinances, codes, maps, plats and surveys.
- Ability to take measurements and make appropriate mathematical calculations.
- Ability to efficiently utilize a variety of software applications including permitting, word-processing, spreadsheets, AutoCAD, and GIS mapping to accomplish work assignments.
- Ability to establish and maintain effective working relationships with diverse groups including co-workers, contractors, developers and the general public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Ability to navigate undeveloped and uneven terrain and construction sites;
 - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
 - Correctable visual acuity to read a computer screen and a typeset page;
 - Communicate verbally, in person and by telephone;
 - Occasionally lift objects weighing up to 50 pounds.

WORKING ENVIRONMENT:

Much of the work is performed out-of-doors in all weather conditions and on uneven terrain exposing employee to inclement weather, noise, fumes, construction environment, and traffic

hazards. Employees are required to use appropriate safety equipment and follow standard safety practices. Some time is spent in an office setting at a computerized workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of coursework or training in construction or engineering related field or equivalent. One year of related experience may be substituted for coursework or training.
- Three years of technical construction related experience with public or private improvement projects.
- Experience in the construction of public and park spaces is preferred.
- Computer proficiency to utilize a variety of software programs including Word and Excel is required. CAD and GIS related software proficiency is highly preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Certification as a Playground Safety Inspector within 1 year of hire is highly desirable.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire.
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PREPARED BY: Leslie Bryson
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11/99

REVIEWED BY: _____
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Parks and Recreation Director

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Julie Day
4/2015

COMMISSION ADOPTION: 5/13/2015

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