

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101

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Park Projects Manager - Dept. of Public Works

Department: Parks, Rec. & Cemetery

Job Status: Full-Time

Hour Per Week: 40

Rate of Pay: \$54,975.53 - \$78,381.98 - Plus comprehensive benefits package

Status: Open until filled

Job Description

Grade 20

General Statement of Duties:

Develops, designs, coordinates and supervises public improvement projects; performs directly related work as required.

Distinguishing Features of the Class:

The principal function of an employee in this class is managerial level oversight in project management, maintenance and safety of the Parks, Recreation and Cemetery Division. The work is performed under the direct supervision of the Chief of Parks, Recreation & Cemetery or assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over other division personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Board of Mayor and Aldermen, city employees, contractors, business and community organizations, other recreational jurisdictions, State and Federal officials, volunteer organizations and the public. The principal duties of this class are performed in a general office environment and/or park, recreation and cemetery environments with the potential for personal hazards.

Acceptable Experience and Training:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Landscape Architecture, Construction and/or Project Management, Civil Engineering, Parks & Recreation Management or related field; and
- Considerable project management related experience with some supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications:

- Valid New Hampshire Driver's License;
- PMP/CAPM Certification preferred;
- On Call Status.

Additional Experience/Information related to the position:

The Park Projects Manager will be an integral part of the Parks, Recreation & Cemetery executive management team. The individual in this position will be responsible for overseeing capital projects both large and small, coordinating public-private partnerships, and serving as a liaison with other City departments. Critical to this individual's success will be the ability to develop budgets, to devise and implement project timelines, and to effectively manage consultants and Contractors.

To apply please visit: <https://www.manchesternh.gov/Departments/Human-Resources/Employment>

