



CITY OF DULUTH
invites applications for the position of:

Park Maintenance Operations Coordinator

SALARY: \$27.55 - \$32.47 Hourly
\$4,776.08 - \$5,628.67 Monthly
\$57,313.00 - \$67,544.00 Annually

OPENING DATE: 11/30/21

CLOSING DATE: 12/14/21 11:59 PM

SUMMARY/PURPOSE:

Plan, support, and coordinate Park Maintenance operations, personnel activities, volunteers, division administration, and special projects to ensure satisfactory completion of park maintenance activities throughout the City parks system.

ESSENTIAL DUTIES & RESPONSIBILITIES (OTHER DUTIES MAY BE ASSIGNED):

1. Perform Park Maintenance administrative duties to support operations and increase communication and work production throughout the division.
2. Coordinate the work of division volunteers and interns and provide support to leadworkers.
3. Organize and direct the activities of volunteers and interns, including determining priorities, assigning work, coordinating schedules, and establishing work standards.
4. Assist Park Maintenance Supervisor with assigned division projects and be accountable for project implementation and closeout within the defined project scope, budget, and timeline.
5. Assist Park Maintenance Supervisor with coordinating the work of park maintenance, project vendors, and/or contractors and gather information required to analyze maintenance and project needs and requirements to support division operations.
6. Coordinate with various City departments, other government agencies, community groups, and others impacted and/or directly served by division activities.
7. Coordinate and maintain communications with the public to receive complaints and suggestions, to provide information and explanations regarding activities and projects, and to assist with dispute resolution.
8. Present division information to administrators, City Council, commissions, regulatory agencies, community groups, and others as requested.
9. Assist in planning, coordinating, and scheduling environmental, health, and safety education and training programs.
10. Assist with determining needs, requirements, timetables, and priorities to support the administration of the division.
11. Attend meetings as directed and work with others to develop office and reporting procedures to increase operational efficiency and effectiveness of the division.
12. Provide general administrative planning, coordination, and support to ensure the satisfactory completion of division priorities, maintenance activities, and projects.

13. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
14. Manage and facilitate the grant process; complete and submit all required reports.
15. Coordinate the development, updating and implementation of Park Maintenance Standards manual.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
17. Other related duties may be assigned.

MINIMUM QUALIFICATIONS:

Education & Experience Requirements

- A. Bachelor's degree in Public Administration, Business Administration, Natural Resources, or closely-related field; plus one (1) year of experience coordinating maintenance and project activities within a parks system; OR a combination of education and experience equaling five (5) years with experience coordinating maintenance and project activities within a parks system.
- B. Grant experience preferred.

License Requirements

- A. Possession of a valid Minnesota driver's license or equivalent.

SELECTION PROCESS INFORMATION:

Education/Experience Review (100% of scoring process; 70 pass point): Applicants meeting the minimum qualifications will be rated based on the type (relatedness) and extent of their education and experience as documented on their application and/or supplemental questionnaire. Applicants who pass this exam will have their names placed on an eligible list for this classification.

Alternative Exam Process: For individuals who qualify under the Americans with Disabilities Act (ADA), alternative examination processes are available on an individual basis upon prior arrangement. Contact Human Resources at 218-730-5210, as soon as possible prior to the scheduled date of the exam. TDD services are available through 218-730-5630.

Right to Appeal: Any applicant who has been found qualified to participate in a selection process for a position in the classified service who has reason to contest the validity or fairness of any step in the selection process may appeal to the Civil Service Board within 10 calendar days of the examination. (If the examination is an Education/Experience Review, the applicant must appeal within 10 calendar days of the closing date for accepting applications.) The notice of appeal shall be in writing, shall contain a complete statement of the matter in controversy and the relief requested, and shall be signed and dated by the appellant. The notice shall be addressed to the Civil Service Board and be delivered to the Human Resources Office. If an applicant wishes to file an appeal electronically, the notice should be sent by email to hrinformation@duluthmn.gov.

Work Eligibility: In accordance with the Immigration Reform and Control Act of 1986, the City of Duluth requires verification of identity and work eligibility at the point of hire.

Veteran's Preference: For applicants claiming veteran's preference, please attach to your

application a copy of the document(s) listed for the option that applies to you:

Veteran: 1.) "Member Copy 4" DD214 or DD215 indicating an honorable discharge.

Disabled Veteran: 1.) "Member Copy 4" DD214 or DD215 indicating an honorable discharge; 2.) FL-802, FL 21-802, or letter of disability or equivalent from USDVA Board's written decision of a compensation rating of 10% or greater, dated within 12 months.

Spouse of Disabled Veteran: 1.) Copy of Marriage Certificate; 2.) "Member Copy 4" DD214 or DD215 indicating an honorable discharge; 3.) FL-802, FL 21-802, or letter of disability or equivalent from USDVA Board's written decision of a compensation rating of 10% or greater, dated within 12 months. (Eligible only if the veteran is unable to qualify for the specific position being applied for as a result of the service-connected disability.)

Spouse of Deceased Veteran: 1.) Copy of Marriage Certificate; 2.) Death Certificate or other proof of death; 3.) "Member Copy 4" DD214 or DD215 indicating an honorable discharge. If Disabled Veteran, also include 4.) FL-802, FL 21-802, or letter of disability or equivalent from USDVA Board's written decision of a compensation rating of 10% or greater, dated within 12 months. (Eligible only if applicant has not remarried and the veteran died during active duty or as a result of an injury received from active duty.)

Veteran's preference points will be added only if the applicant successfully completes all phases of the exam process and Human Resources has received all supporting documentation.

Please refer to [Minnesota Statute 197.455](#) for additional requirements.

Non-Discrimination: The City of Duluth is an equal opportunity and veteran-friendly employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

Probation Period: 12 months

Duration of Eligible List: 7 months

Job Number: L21-124

411 West First Street
Duluth, MN 55802
218-730-5210

Position #L21124
PARK MAINTENANCE OPERATIONS COORDINATOR
LD

hrinformation@duluthmn.gov

Park Maintenance Operations Coordinator Supplemental Questionnaire

* 1. Do you possess a valid Minnesota Driver's License or equivalent?

- Yes
 No

* 2. Describe how your education and experience qualify you for this position (must include five years of coordinating maintenance and project activities within a park system); OR describe how a combination of a Bachelor's in a closely related field and experience qualify you for this position (must include one year of verifiable experience).

* 3.

Describe your experience in the areas of landscaping, gardening, trail maintenance, turf maintenance, sport/field maintenance and urban forestry.

- * 4. Describe your experience balancing multiple priorities while bringing deadline-driven projects to successful completion. How do you ensure details and timelines are tracked?
- * 5. Describe your experience in coordinating projects that require working with vendors and/or contractors, as well as your experience tracking expenses and budgets.
- * 6. Describe your experience in working with volunteer groups and/or community partners.
- * 7. Describe your experience with computers and technology. What are some of the programs and applications with which you are familiar?
- * 8. Describe your experience in responding to customer complaints and/or requests?
- * Required Question