



ARAPAHOE COUNTY

Arapahoe County

Open Spaces Parks & Trails Manager

SALARY	\$3,163.65 - \$5,053.58 Biweekly \$82,254.90 - \$131,393.08 Annually	LOCATION	80016, CO
JOB TYPE	Full-time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	05765	DEPARTMENT	Open Space
OPENING DATE	05/03/2024	CLOSING DATE	6/3/2024 11:59 PM Mountain

Description

The position is responsible for the management and oversight of the operations, maintenance, and stewardship of Arapahoe County open spaces, parks, trails, and designated heritage areas (referred to below as open space properties).

Duties

- Provides leadership and supervision over open space properties, supervisors, and staff ensuring adherence to County policies, procedures, and operational standards. Supports team building, team culture, and the hiring, evaluation, and professional development of assigned employees.
- Manages the operation and maintenance of open space properties which includes setting vision and goals, developing / implementing maintenance standards and property management plans, and establishing operational strategies / tactics to support staff.

- Effectively collaborates with County partners on regional trail management, coordination, operation, and public safety throughout Arapahoe County.
- Collaborates with Open Spaces Department staff and interagency partners on the development and implementation of site master plans, capital improvement plans, operational management plans, resource management plans, and recreational programming and visitor management.
- Creates and presents annual reports and budget proposals to management regarding operational staffing, asset and equipment needs, project budgets, life cycle replacements, and property management expenditures.
- Creates and builds effective interdepartmental, interagency, and contractual business relationships to support proactive operations, maintenance, and stewardship of open space properties and assets.
- Oversees visitor use and compliance with Departmental, County, and local rules, regulations, and public safety laws. Partners with County Sheriff's Office and emergency management operations.
- Leads the implementation of the Department's snow removal program, flood / wildland fire mitigation programs, and public safety programs. Serves as a liaison to the Sheriff's Office of Emergency Management supporting county wide emergency management planning and response.
- Supports initiatives that implement the findings in the Arapahoe County Open Space Master Plan (June 2021).
- Supports the planning, management, and operation of Department sponsored events to include the annual County Fair, Shareback Ceremony, and various public events as assigned.

Requirements

Skills, Abilities and Competencies:

- Excellent leadership, operations management, and property management skills supporting a strong collaborative team who provide visitors with safe and exceptional experiences while efficiently and effectively operating public properties.
- Provides strong leadership through establishing clear directions; sets stretching goals; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue with team members regarding their work and associated results; brings together staff in a team approach while bringing out the best in people.
- Strong knowledge of open space / parks / trails management, facility management, visitor services management, operations administration, and asset management. Ability to provide effective leadership of diverse and dynamic teams.
- Responds to changing circumstances by being collaborative and altering behavior to better fit different situations; consistently exhibits optimism and energy; learns new skills, performs work in different ways; successfully works with new colleagues; professionally deals with personal discomfort in a changing work environment; willing to be flexible; remains

calm in stressful situations.

- Identifies opportunities and takes action to build strategic and collaborative relationships within assigned staff team, within the Open Spaces Department and with other County Departments as well as with outside organizations to quickly achieve business goals.
- Excellent visitor/public service skills with an emphasis on effective written and verbal communication. Strong focus on meeting the visitor/public needs. Ability to exercise tact and courtesy in frequent contact with visitors, County staff, contractors, public, and citizen committees.

Behavioral Competencies (these are required for all positions at ACG):

Accountability

Accessibility

Inclusivity

Integrity

Education and Experience:

- Bachelor's Degree.
- Five (5) + years of relevant experience in open space, parks, trails, agriculture, or landscape management.
- At least 3 years of supervisory / management experience; or
- An equivalent combination of education and work experience that satisfy the requirements of the job may be considered.

Preferred Education and Experience:

- Bachelor's Degree in parks / recreation, outdoor recreation, natural resources, environmental science, agriculture, or related field.
- Certification and/or technical training in parks / recreation, natural areas, agriculture, or landscape management from industry trade organization(s).
- Advanced experience, training, and certifications in functional areas associated with the operations and maintenance of open spaces, parks, landscapes, agricultural areas, and trails highly desirable.
- Qualified Supervisors Pesticide License from the Colorado Department of Agriculture.

An equivalent combination of education and work experience that satisfy the requirements of the job may be considered. All candidates are encouraged to apply who are interested in this position and who meet the above-listed requirements or a combination thereof. Having the “preferred” education is not required in order to be eligible for the position, so please don’t let that discourage you from applying.

Pre-Employment Additional Requirements:

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check.
- Possession of a valid Class “R” Colorado Driver’s License or the ability to obtain one within two weeks of appointment.

Post-Employment Requirements:

- Possession of, or the ability to obtain within two (2) months of employment, a valid First Aid/CPR certificate.
- Possession of, or the ability to obtain within six (6) months of employment, a Colorado Commercial Pesticide Applicators License in Turf, Rangeland and/or Ornamental Pest Control categories at the Qualified Supervisor level.
- This position is deemed essential, and incumbents must be available for winter storm operations and other emergency operations / events at all hours of the day or night.
- This position may require working on call on a rotational basis including evenings, weekends, holidays, and/or irregular hours.
- Work locations and facilities are subject to change based on business and operational needs.

Supplemental Information

WORK ENVIRONMENT:

- This position will work outdoors and indoors, much of the time is spent working in the field or on project / job sites. Field environment; travel from site to site; exposure to noise, dust; potentially hazardous chemicals; inclement weather conditions; work around heavy construction equipment; work on slippery or uneven surfaces.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- Spends 50% of the time sitting and 50% of the time either standing or walking.
- Occasionally lifts, carries, pulls, or pushes up to 40 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 40 lbs.

- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work-related equipment.

Below, please list any special physical demands associated with this position. For instance, exposure to hazardous environments, blood borne pathogens, extreme heat/cold, use of power equipment or machinery, wearing of PPE (personal protective equipment).

- This position works within both an office setting and out of doors throughout the County which may result in exposure to extreme heat/cold, outdoor allergens, varying terrain, and environmental conditions.

Definitions:

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

Toll-Free Applicant Technical Support: If you experience technical difficulty with the NEOGOV system (i.e. uploading or attaching documents to your online application), call NEOGOV technical support at 855-524-5627. Helpful hints: if you are having difficulty uploading or attaching documents to your application, first, ensure your documents are PDF or Microsoft Word files, and second, close the document before you attempt uploading (attaching) it.

Agency

Arapahoe County

Address

5334 S. Prince Street

Littleton, Colorado, 80120

Phone

303-795-4482

Website

<http://agency.governmentjobs.com/arapahoe/default.cfm>

Open Spaces Parks & Trails Manager Supplemental Questionnaire

*QUESTION 1

Please choose the response that best describes your educational background.

- High School Graduate or GED
- Some College
- Associate Degree
- Bachelor's Degree
- Master's Degree

*QUESTION 2

Please choose the answer that best describes your years of relevant experience in open space, parks, trails, agriculture, or landscape management.

- No Experience
- Less than 3 years of experience
- 3 years to less than 4 years of experience
- 4 years to less than 5 years of experience
- 5 years to less than 6 years of experience
- 6 years to less than 7 years of experience
- 7 years to less than 8 years of experience
- 8 years to less than 9 years of experience
- 9 or more years of experience

*QUESTION 3

Please describe your relevant experience in open space, parks, trails, agriculture, or landscape management.

*QUESTION 4

Please choose the answer that best describes your years of supervisory experience.

- No Experience
- Less than 1 year of experience
- 1 year to less than 2 years of experience
- 2 years to less than 3 years of experience
- 3 years to less than 4 years of experience
- 4 years to less than 5 years of experience
- 5 or more years of experience

***QUESTION 5**

Do you have a current, valid driver's license?

- Yes
- No

***QUESTION 6**

Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?

- Yes
- No

***QUESTION 7**

How many moving traffic violations have you been cited for in the past two years?

- Less than 3 violations
- 3 or 4 violations
- 5 or more violations

***QUESTION 8**

In the past three years, have you had your driver's license revoked or suspended?

Yes

No

* Required Question