



City of Brighton
Open Space Manager

SALARY	\$36.23 - \$49.70 Hourly \$75,361.32 - \$103,369.96 Annually	LOCATION	80601, CO
JOB TYPE	Full Time	JOB NUMBER	24-01117
DEPARTMENT	Parks and Recreation	DIVISION	Open Space and Forestry
OPENING DATE	10/18/2024	CLOSING DATE	Continuous

Job Description

Starting hiring salary - **\$75,361.32 to \$79,883.00 annually**

DEFINITION

Under general guidance and direction of the Assistant Director of Parks and Open Space, plans, organizes, coordinates and manages the operation and maintenance of parks, open space, trails, urban forestry, and landscaped areas at various municipal facilities. Position must work well independently and with the public, while providing excellent, respectful customer service and human relations skills which support of the City of Brighton's mission and values.

SUPERVISION:

Exercises direct supervision over 4 full-time Open Space/Forestry workers

Completes annual evaluations for full-time employees.

DUTIES AND RESPONSIBILITIES:

Responsibilities and duties may include, but are not limited to the following:

Assists in establishing goals and objectives for the Parks and Open Space division.

Develop bid specifications for ongoing maintenance contracts and assigned capital projects

Review and provide technical input on all development plans submitted to the City for park, open space, trail, and landscape developments. Inspect parks and recreation landscape projects as required.

Complete all required safety trainings in a timely manner as well as promoting a strong safety culture with staff.

General maintenance of hard and soft trails.

Makes recommendations with regards to the hiring, promotion, evaluation, training and other personnel matters relating to the staff in the Parks and Open Space division.

Researches and recommends maintenance programs, projects and work assignments.

Estimates time, materials and supplies required to complete various tasks.

Operates maintenance equipment and vehicles as needed.

Takes initiative and performs work independently.

Oversees the City Forester and Community Forestry Program, which includes a tree maintenance schedule, development of a tree inventory, and planning and coordinating special events associated with community forestry such as Arbor Day.

Supervises in the planning, organizing, scheduling, coordinating, developing, propagation, and maintenance of horticultural landscapes, displays, areas, equipment, and facilities.

Supervises and performs integrated weed management duties, including but not limited to: herbicide application, mowing, insect introduction, and manual removal.

Oversees the Open Space maintenance program.

Supervises contracts in relation to mowing operations, herbicide application, tree trimming, and other various contracts.

Help in the development of an Open Space Management plan.

Works with community and volunteer groups on various projects and programs.

Performs educational speeches and seminars to various groups of people including presentations to City Council.

Responds to requests, concerns and inquiries from the public in regards to upkeep or repair of all parks and athletic facilities.

Guides, trains and develops employees in the accomplishment of their duties and professional growth.

Performs related duties as required or assigned

ANTICIPATED WORK SCHEDULE:

Full-time (Monday-Friday shifts) 40 hours per week with some nights and weekends as needed. Schedule may vary depending on specific needs.

QUALIFICATIONS:

Knowledge of:

The principles and practices of open space management.

Noxious weed control and identification.

Basic knowledge of the care and maintenance of plants, shrubs, flowers, trees, turf, and native grasses, including proper soil mixtures, fertilization, insect and disease control, and a wide variety of plant material.

EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation Management, Public Administration, Forestry, Natural Resources or equivalent.

Three (3) or more years of related work experience, including one year of experience at a foreman level or higher. Or, any equivalent combination of training and experience that provides evidence that the applicant possess the necessary traits and can perform the essential required tasks.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license with good driving record.
- Bilingual English/Spanish preferred.
- Ability to complete FEMA IS 100 and IS 700 training within six (6) months of hire.
- Certified Parks and Recreation Professional or related certification preferred
- Ability to acquire a Qualified Supervisors Pesticide Applicators license within two (1) years of employment

PHYSICAL FACTORS:

While performing the duties of this job, the employee is frequently required to sit and stand for extended periods of time and occasionally lift 20lbs or more.

Agency

City of Brighton

Address

Brighton City Hall
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Brighton, Colorado, 80601

Phone

(303) 655-2098

Website

<http://www.brightonco.gov>