



Salt Lake County Job Description

Senior Parks Planner Project Manager

DEPARTMENT: Community Resources

DIVISION: Parks / 3630

JOB CODE: 098 **GRADE:** 017

FLSA STATUS: Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 1/1/2023

SAFETY SENSITIVE: No

JOB SUMMARY

Manages the design and construction of multiple large and small capital projects. Performs county-wide master planning of recreation systems for parks, recreation facilities, regional trails, open space, and golf courses. Master-plans and designs individual parks, regional trails, open space, and recreation facilities

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Landscape Architecture, Urban Planning, or other closely related field, plus eight (8) years of related experience, of which two (2) years must have been supervisory over employees or contractors, vendors, and consultants; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

A valid Driver's License issued by the State of Utah may be required to operate a vehicle.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.

- Manages the design and construction of multiple large and small capital projects, including parks, trails, recreation centers, golf courses, and swimming pools.
- Prepares accurate cost estimates for park and recreation projects.
- Organizes and conducts public meetings to obtain citizen input for capital improvement projects.
- Obtains jurisdictional approvals from City, County, State, and Federal agencies for permitting of construction.
- Coordinates the RFPs for the contractor bidding process and issues orders for the contractor to begin construction work and to cease work.
- Inspects construction work in progress, approves construction quality and payment requests, manages project final acceptance, closeout, and final payments. Represents the County in meetings with the public, government agencies, and with other County Divisions and Departments.

- Assists the Associate Division Director in evaluating and assigning projects to the Parks Planner Project Manager (PM) team.
- Meets regularly with the Parks Planner PM team to review project status, budget, issues, and work performance.
- Assists Associate Division Director in preparing yearly capital project requests, division master plan, and updating regional and community park master plans.
- Supervises the planning PM team when the Associate Division Director is unavailable.
- Organizes yearly assessments with facility managers to determine building repairs or replacements that are needed. Maintains master capital maintenance and improvement lists for the entire division.
- Works closely with fiscal staff to monitor project budgets.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Knowledge of:

- Design and construction principles and methods
- Short and long-range planning processes and techniques
- Park and recreation system planning and current trends in facility development
- Community and urban planning
- Construction and project management principles and best practices, including landscape construction
- Ecologically sustainable landscape design, plant material, and planting methods
- Computer applications for the planning and design of parks and recreation facilities and systems
- Standard methods, materials, tools, and equipment to produce drawings and specifications
- Irrigation systems design and installation
- Grading design and land surveying principles
- Laws governing landscape design: International Building Code (IBC), Americans with Disabilities Act, Playground Safety Regulations, etc.

Skills and Abilities to:

- Consistently exercise high-level discretion and judgment
- Solve complex, difficult problems using critical thinking
- Effectively manage/supervise diverse groups of people to accomplish project goals
- Accurately assess the practical and political nuances of each project
- Communicate effectively both verbally and in writing
- Establish, monitor, and control project budgets
- Inspect and approve construction work.
- Use standard and specialized tools, computers, materials, and equipment of the drafting and reprographics trades

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to work in all weather conditions and walk on rough terrain for long periods of time.

IMPORTANT INFORMATION REGARDING THIS POSITION

This position may require working evenings.

Revised Date/HR Business Partner Initials: 4/28/2025 TB

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