**Class Summary**

The responsibilities of this classification include directing the daily operations within a division of the Department of Parks and Natural Resources (DNRP), including but not limited to, the parks system, parks resource, recreation, aquatics, landfills, and transfer stations. Incumbents are responsible for providing supervision, business planning, and budget administration and ensuring operational facilities are operated and maintained in accordance with applicable rules and regulations.

**Distinguishing Characteristics**

This is a single-level classification. The DNRP Operations Manager is distinguished from the Wastewater Operations Manager in that incumbents within the Wastewater Operations Manager classification are responsible for overseeing the operations and management of regional wastewater treatment and conveyance systems.

This classification is distinguished from the Operations Manager in that incumbents within the Operations Manager classification do not oversee operational facilities within DNRP.

**Examples of Duties**

1. Direct the operations of parks or solid waste systems and ensure compliance with relevant laws, regulations, and County policies.
2. Manage staff directly and through subordinate supervisors; allocate staff and resources to meet service demands and workload; plan, organize, and direct work; determine performance standards and goals and evaluate employee performance.
3. Develop and implement department or division policies and procedures; including coordinating policy development.
4. Develop strategies to improve operational efficiency and/or performance, including overseeing the development of operational plans which identify future operational resource requirements to ensure performance targets are met. Ensure a consistent approach to operational planning.
5. Work collaboratively to craft communications and messaging related to natural disasters, park damage, solid waste facility damage, service impacts, emergency response procedures, section budget, government waste, park safety, and other issues.
6. Review and evaluate new land acquisitions and developments.
7. Represent the section and/or division before elected officials, committees, private businesses and organizations, associations, the media, and the public; offer advice and recommendations; provide information on and promote division/departmental goals and services.
8. Prepare and maintain records and reports, and advise the Division Director/Assistant Division Director to ensure that work is accomplished efficiently; advise Division Director/Assistant Division Director of operational issues for maintenance, recreation, aquatics, and solid waste facilities.
9. Develop, approve, and monitor the annual work plan and budget for maintenance, recreation, aquatics programs, and solid waste operations, including short and long-term planning and scheduling. Monitor costs and report any variances in expenditures levels and take corrective actions. Determine the priorities for annual investments.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of park maintenance and/or natural resource management best practices

Knowledge of local, state, and national building codes and regulations and best practices and principles of building trades

Knowledge of and application of personnel rules and guidelines; safety equipment requirements for trades

Knowledge of union contracts and negotiations and principles of dispute resolution

Knowledge of building and preventive maintenance principles and practices

Knowledge of how to comply with local, Washington State, and federal environmental laws and regulations

Knowledge of principles and practices of management and supervision

Skill in providing leadership to multiple disciplines simultaneously

Skill in effectively communicating work performance standards and monitoring and evaluating performance

Skill in high-level budget management and prioritization

Skill in investigative procedures and root cause analysis

Skill in preparing and interpreting technical reports

Skill in oral and written communication, including presentation skills

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | None |
| **Class History** | 09/2015 – Created |

06/2022 – Updated