**Class Summary**

The responsibilities of this classification include planning and administering work programs in support of system-wide technical and maintenance programs such as trail projects, special event planning, or other assigned work teams. Incumbents will coordinate the work of assigned park crew members and perform lead duties for each project including training, coaching, and monitoring workflow in addition to performing the full range of duties for the Parks Specialist II.

**Distinguishing Characteristics**

This is the third level in a four-level classification series. The Parks Specialist III classification is distinguished from the Parks District Maintenance Coordinator in that incumbents in the Parks District Maintenance Coordinator classification oversee an assigned district/facility and/or lead employees on a continuous basis.

**Examples of Duties**

*In addition to the duties performed in the Parks Specialist II classification the Parks Specialist III will:*

1. Assist in workload planning, prioritizing, and assigning program work schedules.
2. Direct, coordinate, and assist individuals in their regular duties; resolve issues; and oversee and monitor work.
3. Observe and provide feedback to supervisors, including annual performance evaluations.
4. Develop reports, apply for and obtain permits, approve timesheets, and facilitate work requests.
5. Investigate and resolve public complaints and inquiries; refer sensitive issues to supervisor; and promote good relationships with the public and user groups.
6. Serve as a backup for coverage as needed.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of workload planning principles

Knowledge of event planning and associated staff coordination

Knowledge of building and grounds maintenance

Knowledge of equipment operation

Knowledge of safety procedures.

Knowledge of conflict resolution techniques

Skill in communication

Skill in customer service

Ability to provide effective training

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**

Washington State Driver license

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** | Non-Exempt  |
| **Service Status** | Career Service |
| **EEO Code** | 8 |
| **Levels within same series** | Parks Specialist I, II, III, Parks District Maintenance Coordinator |
| **Class History** | 09/2022 - Created |