



# Peninsula Metropolitan Park District

5717 Wollochet Drive #3, Gig Harbor, WA 98335  
Office: 253-858-3400 Fax: 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## PENMET PARKS SENIOR OPERATIONS MANAGER

Full-Time

Salary: \$38.44 to \$57.67/hour

*Bargaining Unit:* Non-Represented

### **Position Purpose**

The Senior Operations Manager will lead the newly formed Capital Program Division and the Facilities and Maintenance Operations Division. The Capital Division is responsible for the management and implementation of the entire PenMet Parks District capital improvement and replacement program. The position will include management; which provides for long range planning, updating the comprehensive plan, land acquisition, as well as capital project planning, design, bidding, and construction. The Facilities and Operations Division provides all of the maintenance and operational support for all of the district buildings and grounds. The position will report to the Executive Director. The position will supervise the Planning & Special Projects Manager, the Construction Project Manager, and the Parks & Facilities Manager.

### **Essential Responsibilities**

1. Lead and coordinate all Capital Program operations to include capital project management, six-year CIP plan, capital funding management, comprehensive plan updates, division work plan creation and implementation, and consultant management.
2. Lead and coordinate all facility and grounds maintenance operations to include maintenance replacement project management, annual maintenance priorities, maintenance and asset management, division work plan creation and implementation, and operations contract management.
3. Manage and lead both divisions in all its activities to include workload management, employee development, budget management, and implementation of programs.
4. Provide Executive Director and the Board of Commissioner's information, advice, and professional recommendations as it pertains to long-range planning, capital project development, and project funding.
5. Provide Executive Director and the Board of Commissioner's information, advice, and professional recommendations as it pertains to long-range planning, facilities maintenance, ground maintenance, operations scheduling, and project funding.
6. Perform related duties as assigned.

### **Peripheral Responsibilities**

1. Prepare reports, graphs, and charts for presentations related to facilities and related projects as assigned.
2. Attends internal, external, and public meetings as required.
3. Performs all other duties as assigned.

### **Skills and Abilities**

1. Ability to establish excellent working relations and communication with supervisor, subordinates, the Board, and the public. Must function well as part of the PenMet team.
2. Must possess practical, common-sense skills while maintaining a strong work ethic.
3. Must be able to adapt to a constantly changing and fast-paced environment while maintaining a positive attitude.
4. Ability to take initiative with minimal supervision.
5. Ability to assess and evaluate situations quickly and effectively.
6. Advanced knowledge and understanding of capital program elements; to include planning, design, public bidding process, and budgeting.
7. Advanced knowledge and understanding of facilities and ground maintenance elements; to include planning, scheduling, maintenance, contracting, public process, and budgeting.
8. Ability to create concise and informative operational plans for capital programs and projects, facility and park maintenance.
9. Ability to make professional presentations to the public, the Board of Commissioners, and other agencies.
10. Ability to lead, manage, and develop varied levels of professional staff.
11. Knowledge of construction rules and regulations, and practices related to planning, designing, bidding, and building parks facilities.
12. Knowledge and understanding of budgeting methods and practices.
13. Knowledge of District organization, operations, policies, and objectives. Ability to acquire, lead, and manage multiple levels of staff.
14. Ability to acquire and manage consultant resources.
15. Knowledge of long-range planning and comprehensive planning techniques and practices.
16. Knowledge and understanding of public involvement processes and principles.
17. Strong skills in oral and written communication: ability to read, write and speak the English language at a level necessary for efficient job performance, including the ability to prepare and present, verbally and in writing, reports regarding construction, facilities, and operational activities within the Department.
18. Ability to maintain current knowledge of technological advances in the field.
19. Knowledge and skill related to the organizing of records, files, and other shared materials in hard copy and electronic format.
20. Ability to maintain confidences and routinely handle sensitive materials.
21. Ability to anticipate and solve administrative and operational problems, prioritize tasks, and elicit cooperation.

### **Working Conditions**

Prolonged periods of time may be spent sitting and working at a computer terminal, using telephones, and other electronic and mechanical office equipment. Occasional work in and around construction sites. This work may be performed during a regularly scheduled workday or on after-hours work as required. This position will also require occasional evening and weekend work as dictated by District activities. Performs all other duties as assigned.

### **Minimum Qualifications**

Bachelor's degree required plus a minimum of 5 years in project management and /or parks planning work experience. Five years of leadership and management experience. Excellent computer skills, attention to detail, and effective oral and written communication skills. Previous work experience in public sector Parks and Recreation highly desired. Any combination of education and experience that enables effective completion of the job duties.

### **Licenses and Other Requirements**

- Washington State driver's license required
- PMP Certification preferred
- Lean Six Sigma Certification preferred

#### *To apply:*

Submit application form to Human Resources (by email only):

PenMet Parks

Attn: Elaine Sorensen

esorensen@penmetparks.org

Applications available at [www.PenMetParks.org](http://www.PenMetParks.org) or at the PenMet Parks office located at 5717 Wollochet Drive Building #3, Gig Harbor, WA, 98335.

Closing Date: \*Open Until Filled

#### *Selection Guidelines:*

Will include formal application; review of education and experience, written response to structured questionnaire, testing, oral interview, reference check, NCSI background check, as well as examination of current driver's abstract.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to logical assignment to the position.

PenMet Parks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

PenMet Parks is an Equal Opportunity Employer.



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## Senior Operations Manager

### Supplemental Questionnaire

Please provide detailed answers to the questions below. No more than one-page per question.

1. Summarize a capital project managed and led. Include details of the project cost, schedule and challenges, and successes from the project.
2. Summarize the process of developing the division or department work plan you have led and or been a participant. Please include how adjustments were made, and prioritization was accomplished.
3. Please summarize a successful Presentation you made to a commission, board, or council. Include details on how it was received, your strategy to move the issue forward, and what the result was. Also, include a copy of your presentation and/or notes with your application.