



## Consolidated Municipality of Carson City Parks Project Manager

<b>SALARY</b>	\$34.14 - \$54.62 Hourly	<b>LOCATION</b>	Carson City, NV
<b>JOB TYPE</b>	FULL-TIME	<b>JOB NUMBER</b>	395_05/2026
<b>DEPARTMENT</b>	Parks & Recreation	<b>OPENING DATE</b>	05/04/2026
<b>CLOSING DATE</b>	Continuous		

### Description

This is a full-time, FLSA-exempt position with Carson City Parks, Recreation and Open Space, located in Carson City, NV. Under general supervision, performs parks, trail and open space project/construction management, park planning, and development review.

***\*\* This recruitment will remain open until recruitment needs are satisfied. Individuals are encouraged to apply immediately, as hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made. \*\****

Human Resources determines whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Do not substitute a resume for your application, or write "See Attached Resume" on your application. We do not review resumes, unless specifically stated on the job announcement. Qualifying education and experience must be clearly documented in the "Education and Work Experience" section of the application. Applicants not meeting these requirements will not be considered for employment.

### Examples of Duties

***This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.***

- Assists in the review, analysis, planning and development of parks and recreation amenities in accordance with City master plans; coordinates efforts with other City departments as well as Federal and State agencies.
- Reviews private sector projects through the City's review process for development, including permitting and major project review to determine compliance with the City's parks, trail and open space master plans. Facilitates comprehensive team reviews and feedback on construction documents and technical reports for a variety of parks and open space projects such as park amenities and infrastructure, plans, construction details and technical specifications for bidding and construction projects and submittals.

- Prepares conceptual designs, requests for proposals/qualifications, bid documents, construction details, staff reports, project scopes of work, construction meeting agendas/minutes, cost estimates, change orders, contractor responses, project press releases and neighborhood notices.
- Develops design and project development recommendations based upon site conditions, adjacent property uses and potential environmental impacts.
- Provides department project manager services and in-field construction inspections.
- Facilitates and presents at public information meetings/workshops, responds to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Updates parks, trails, and open space Master Plans; implements projects identified in master plans; oversees project design; identifies funding and manages projects.
- Conducts presentations and represents the City before governing bodies, neighborhood groups and community stakeholders to provide project information, respond to inquiries, collect comments and address concerns related to proposed projects.
- Review requests for plan design, field modifications and change orders during construction to correct errors/omissions and coordinate consultant's construction documents for adherence with project design and intent.
- Oversees third party contracts for parks and open space projects from solicitation to project close out.
- Organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.
- May direct, lead, and supervise assigned staff and volunteers.

## Typical Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Bachelor's degree in Construction/Project Management, Engineering, Municipal Parks and Recreation, Natural Resources or Environmental Planning/Management, Landscape Architecture, Horticulture, Planning, or a related field; OR professional certification in one of the skilled trades such as Project/Construction Management, Planning, Arboriculture, Playground Safety, Irrigation, or a closely related certification AND two (2) years of professional experience in project management; OR an equivalent combination of education, training and experience as determined by Human Resources.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Must possess a valid driver's license at the time of hire.
- Must obtain 30-hour OSHA certification on construction safety and health within three months of hire.
- Must obtain National Parks and Recreation Association Certified Playground Safety Inspector Certification within one year of hire.

### Required Knowledge and Skills

Knowledge of:

- Objectives, principles, procedures, standards, practices, information sources and trends of park and recreation planning and development by attending seminars, trainings and reading trade publications.
- Principles and practices of natural and ornamental landscapes, horticulture, irrigation, and arboriculture.
- Terminology, symbols, methods, techniques and instruments used in planning graphics, plans, and maps .
- Principles and practices of project management including construction safety protocols and best management practices; certified payroll, prevailing or Davis-Bacon requirements; understanding property title reports, materials testing reports or Stormwater Pollution Protection Plans.
- City planning and permitting processes.
- Computer applications related to the work.

- Business writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for successfully interacting with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Researching, analyzing, and summarizing data, both manually and with computer applications.
- Providing project design review and project management services.
- Preparing, monitoring and managing project budgets.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Communicating successfully with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

#### **SUPERVISION RECEIVED AND EXERCISED:**

**Under General Direction** Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods or their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight.

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 25 lbs. pounds; ability to walk on uneven surfaces in an outdoor environment to conduct project management and inspections; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

## **Supplemental Information**

#### **CONDITIONS OF EMPLOYMENT:**

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint-based background investigation and a drug screen. The fee associated with the background check and drug test must be paid for by the employee prior to beginning employment. Employment is contingent upon passing the background and the drug screening.*

6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.uscis.gov](http://www.uscis.gov).
7. Carson City is an Equal Opportunity Employer.

**Employer**

Consolidated Municipality of Carson City

**Address**

201 North Carson Street, Suite 4

Carson City, Nevada, 89701-4289

**Phone**

775-887-2103

**Website**<http://www.carsoncity.gov>

## Parks Project Manager Supplemental Questionnaire

**\*QUESTION 1**

The Parks Project Manager will be responsible for managing and overseeing parks and constructions projects. Please describe your experience in project management in these areas.

**\*QUESTION 2**

The Parks Projects Manager is part of a citywide team of professionals that reviews developments coming into Carson City. Please describe your experience with development review.

**\*QUESTION 3**

The Parks Project Manager works with a variety of citizen and professional groups on various projects. What skills do you feel are necessary to ensure a positive and productive experience in this type of setting?

**\*QUESTION 4**

Along with your resume, please provide a one-page writing sample. The sample may be a business letter, excerpt from a project, etc.

I have attached a one-page writing sample to my application.

\* Required Question