

Greenspace Manager

The Organization

The Houston Parks Board is a 501(c) (3) organization that was created in 1976 in response to a request by Houston's major foundations and civic leaders who wanted to contribute to the city's park system through an organization that would represent their needs and desires. Since its inception, the Houston Parks Board has raised and leveraged millions of dollars and touched at least 75% of the City's parkland through acquisitions and or capital improvements.

In 2012, the Houston Parks Board embarked upon the largest city wide project in its 37 year history, Bayou Greenways 2020. The Bayou Greenways 2020 project is a \$215 million capital project to complete continuous parks and trails along Houston's major bayous. The project will alter Houston's urban fabric like no other initiative in recent history, and it is one of the most visionary and significant park/urban design projects in the nation.

In addition to completing the capital improvement and land acquisition within the scope of the Bayou Greenways 2020 project, the Houston Parks Board is also charged with the on-going maintenance of a majority of the city-wide system of greenways and trails. The maintenance is guided by a Standards Committee and manual agreed to by various political entities and includes maintenance of the amenities, various landscape types/zones, and certain natural resource restoration activities.

The goals of the Bayou Greenways Conservation and Maintenance Section are:

- to ensure that the Bayou Greenways are clean, attractive, safe, and usable for visitors at all times and during all seasons
- that the natural environments along the greenways are enhanced and protected

Due to the geographical expanse of the Bayou Greenways and efforts required to maintain them, a flexible multi-faceted approach is needed to achieve the standards of maintenance outlined in the Maintenance Standards Report.

The Position

With guidance from and under the direction of the Conservation and Maintenance Director, the Greenspace Manager is responsible for the following activities within the Bayou Greenways 2020 maintenance program:

- Maintenance of greenspace areas and park/recreational facilities along bayous, including meadows, lawns, woodlands, multi-use trails, bridges, site structures, site amenities, and signage.
- Monitoring and maintenance of parcels of land owned by the Houston Parks Board within segments of the Bayou Greenways 2020 project which are not "on-line" or have trail/amenity development completed yet.

This position involves both man-made and natural environments, therefore it requires knowledge of ecosystems, landscaping and grounds keeping, cleaning, maintenance and repair practices.

Main Responsibilities

- Inspect the work, including the quality, quantity, and timeliness of tasks performed, of various contractors and agencies, both public and private, in implementing the program alongside the Bayou Greenways conservation program and the Bayou Greenways capital program.
- Integrate newly completed greenspace areas and facilities into the Maintenance program resulting from the Bayou Greenways capital program.
- Provide communication and coordination with Houston Parks Board staff, key stakeholders, and government agencies, including Houston Parks and Recreation Department (HPARD), Harris County Precincts and Harris County Flood Control District (HCFCD) regarding Bayou Greenways maintenance activities.
- With guidance from the Conservation and Maintenance Director, ensure maintenance activities are of the highest quality and that efforts meet the Bayou Greenway Standards and are within estimated maintenance budget targets.
- Represent the Parks Board with project partners/volunteers and the general public related to ongoing maintenance and natural resource services.
- Additional duties as required.

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Qualifications

Education:

- Bachelor's degree in landscape architecture, natural resources, ecology, forestry, horticulture, resource management, biology, wildlife biology, urban planning with an emphasis on environmental design or related field, or three - five years or more of professionally-related job experience.

Knowledge and Experience:

- Thorough knowledge and experience with landscaping and grounds keeping, cleaning, maintenance and repair practices, including the application of herbicides, removal of undesirable invasive species, and establishment and care of turf, meadows and woodland areas.
- Expertise and understanding of landscape systems, ecological systems, green infrastructure and landscape sustainability.

Skills and Abilities:

- Qualitative and quantitative problem-solving ability.
- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail.
- Good communicator, including clear, concise and accessible reports and verbal presentations.
- Evidence of good judgment and decisiveness.
- Proficiency with Microsoft Office Suite products, and the ability to read and interpret plans and maps.
- Bi-lingual in Spanish is preferred.

Work Environment:

- Primarily "in the field" throughout Houston and along the greenway system, via company vehicle, with periods of office time for meetings. The company vehicle will be a take-home vehicle (for official use only) following a probationary period.
- The Greenspace Manager will be outside exposed to long periods of sun, high heat and humidity, rain, or cold.
- Driving in the Houston area will be required.
- Must have a valid Driver's License.

Salary is competitive and commensurate with experience. HPB's benefits package includes medical, dental, vision and life insurance, and a 403b retirement plan. To apply for this position, email resume and cover letter to Trent@HoustonParksBoard.org with "Greenspace Manager" in the subject line of your email. The deadline for applications is **June 14, 2019**.

Interviews are by appointment only. No telephone calls, please.