

# Houston Parks Board

## Greenspace Manager



Houston Parks Board (HPB) expands, improves, and protects parks and greenspace in the Houston region. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expanded and enhanced Houston's parks system, creating an inter-connected system of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for this 3,400 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board and its high-impact work in the community, please visit [houstonparksboard.org](http://houstonparksboard.org).

### Position Description

The Greenspace Manager plays a pivotal role in advancing the mission and vision of the Houston Parks Board, which has responsibility for the on-going maintenance of a majority of the Bayou Greenways system of greenspaces 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 primary goals of the Conservation and Maintenance department are to ensure that the Bayou Greenways are clean, attractive, safe, and usable for visitors at all times and during all seasons, and that the natural environments along the greenways are enhanced and protected. With guidance from the Conservation & Maintenance Director and Senior Greenspace Manager, the Greenspace Manager is responsible for the following, including other duties as assigned:

#### **Contract Management:**

- Ensure the maintenance work (including the quality, quantity, and timeliness of tasks performed) of various contractors is completed and complies with the Maintenance Standards.
- Integrate newly completed greenspace areas/facilities (as applicable) into the maintenance activities.
- Assist to create maintenance Requests for Proposals (RFP's) and Work Orders (WO's).
- Recommend changes to the existing maintenance contracts or creation of new maintenance contracts as needed.
- Insert information (cycles completed, quantities, etc.) necessary for monthly invoices/reports to be prepared.

#### **Maintenance Coordination:**

- Provide communication and coordination with HPB staff, government agencies, (Houston Parks and Recreation Department, Houston Public Works, Houston 311, Harris County Precincts, Harris County Flood Control District), public utilities, etc. regarding maintenance issues/activities.
- Provide communication and coordination with Houston Police Department, Harris County Constables, etc. regarding security/criminal activities.
- Provide communication and coordination with Houston Police Department, Harris County Constables, etc. regarding homeless encampments/activities.

#### **Project Management:**

- Attend Substantial Completion and Final Completion walk-throughs for completed projects which will be added to your assigned territory.

#### **Communication:**

- Represent HPB with project partners/volunteers and the general public related to ongoing maintenance services.

## **Preferred Skills and Qualifications**

- 2+ years of experience in a relevant field, with exposure to parks and greenspace maintenance, including knowledge of landscaping and grounds keeping, cleaning, maintenance and repair practices, etc..
- Strong problem-solving skills, decisiveness, and evidence of good judgment.
- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail.
- Detail-oriented approach with a commitment to data accuracy, quality assurance, and documentation.
- Proficiency with Microsoft Office Suite products, and the ability to read and interpret plans and maps.
- Strong communication and interpersonal skills.
- Passion for parks, greenspace, environmental conservation, and community development.
- Commitment to the mission and values of the Houston Parks Board.
- Bi-lingual in Spanish is preferred.

## **Work Environment**

- Primarily “in the field” along the greenway system (via company vehicle) with very limited “office/remote from home” time.
- The company vehicle will be a take-home vehicle (for official use only).
- Driving throughout Houston will be required.
- Must have a valid Driver’s License.
- Will be exposed to long periods of sun, high heat and humidity, rain, or cold.

## **Compensation and Benefits**

This is a salaried, exempt position with a range of \$65,000 - \$75,000 based on relevant skills and experience. HPB provides a competitive benefits package, including medical, dental, vision, and life insurance, a 403b retirement plan, and generous paid time off.

To Apply:

Email your resume and cover letter to [bethtaylor@houstonparksboard.org](mailto:bethtaylor@houstonparksboard.org) with “Greenspace Manager” in the subject line of your email.

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