Title: Park Grounds Manager

Reports to: Park Operations Director

Hours: 40 hours/week, flexible hours, occasional evening and weekend work required

Salary: Commensurate with experience

Benefits: Medical, vision, disability and life insurance provided plus 401k matching

Leave: 7 Paid holidays + weekdays between Christmas & New Years Day, & 120 hours PTO

Diversity, Equity and Inclusion are important values of The Trail Conservancy, and we encourage diverse individuals to apply.

The mission of The Trail Conservancy is to protect, enhance and connect the Butler Trail at Lady Bird Lake for the benefit of all. The Park Grounds Manager is a key leadership position within Park Operations that works closely with the Park Operations Director, Capital Project Director, Conservation Manager and City of Austin representatives. The Park Grounds Manager is responsible for collaboratively leading TTC’s Park operations efforts, contractor management, asset management, as well as the continued development of staff and park management protocols.

Primary Responsibilities

- Work collaboratively and creatively with Park operations leadership in a team-first environment.
- Strategically manage existing grounds maintenance programs: landscape contractors, irrigation maintenance and repairs, graffiti and trash abatement, asset management and work order systems.
- Proactively assess existing landscape challenges and work with staff, landscape designers, and consultants to formulate appropriate responses and implement changes as necessary.
- Complete work orders and daily tasks as assigned; track time, resources and materials used.
- Routinely partner with the City of Austin Parks and Recreation Department (PARD) operations on restroom care, tree care, irrigation, trash management, and other operations as appropriate.
- Assist in preparing and tracking annual budgets for projects and programs within park operations.
- Utilize GIS mapping and data collection to quantify TTC efforts for forecasting and tracking operations efforts across park areas in accordance with the Operations and Maintenance Plan.
- Build and strengthen relationships with local organizations, community partners, PARD and Watershed Protection departments to further park operations efforts in the park.
- Supervise and train parks staff, seasonal workers, interns, and volunteers in executing work plans and events throughout the year in conjunction with parks partners.
- Operate heavy equipment, tractors, mowers, utility vehicles, and small landscaping tools.
- Maintain inventory and care of equipment, supplies, and materials for the park operations team.
- Serve as project manager for contracted services, as appropriate, from initial RFP to project completion.
- Provide input to capital construction documents for park operations maintenance feasibility.
- Supporting TTC signature events: MMMR, Earth Week, State of the Trail, Twilight, and other events as needed.
- Other responsibilities, as assigned to assist in overall park operations.
What We're Looking For:

- Bachelor’s or Associate’s degree from a four-year university in an applicable field of study or;
- 5 years of park or grounds management experience and/or 3 years supervisory experience in public parks, horticulture, facilities, grounds, or related fields.
- Strong irrigation and turfgrass knowledge.
- Solid computer skills (Cartegraph, ArcPro, ArcGIS Online, Microsoft Office, Adobe Suite familiarity).
- Excellent collaboration, multi tasking, project management, and time management skills.
- Ability to engage professionally with a wide range of internal and external stakeholders.
- Strong communication skills; highly motivated; ability to work independently but also collaboratively.
- Texas Pesticide Applicator License, and TCEQ Landscape Irrigator License required or secured within the first 6 months of employment.

Application Process

- Application Deadline:
- Applications should be sent to resumes@thetrailconservancy.org.
- Include a cover letter, salary expectations, and resume.
- Submit 3 examples of park operations projects you have led from planning to execution.
- Please do not contact staff directly, no phone calls.