



Position Summary

The Field Services Manager is responsible for the management and progress of code enforcement programs and initiatives. This position also manages field services and facilities operations in coordination with the Planning Department, including, but not limited to, maintenance of parks, recreation and open space facilities, and certain TIRZ capital improvement projects.

Duties and responsibilities include, but not limited to:

Field Services

- Oversee contracts involving the maintenance of District parks, the Clean & Green Program, landscaped rights-of-way and street signage initiated by or assigned to the District.
- Monitor conditions of the public infrastructure, such as roadways, traffic signals/devices, curbs, sidewalks, street lighting, transit stops and shelters.
- Monitor conditions of vacant or declining parcels and properties of such things as trash accumulation, high weeds, illegal dumping, graffiti, dangerous conditions, and deteriorating structures. Research and initiate remedies through the property owner and/or seek the remedy through regulatory mechanisms available through a variety of government agencies, appropriate Property Owner Associations or District Programs.
- Continuously monitor policies and procedures for the management of all District parks and bike/hike trails as well as strategies for other quality of life issues.

Capital Project Development & Redevelopment Initiatives

- Prepare Requests for Qualification (RFQs) and Requests for Proposals (RFPs) in the solicitation of consultant support on an array of field services projects as requested.
- Perform site inspections and monitor progress of new project construction.
- Monitor conditions and oversee maintenance and repair of TIRZ improvements such as pavers, sidewalks, traffic signals, special lighting, bridges, public art and other maintenance obligations in accordance with the City of Houston maintenance agreement.
- Set-up and schedule new utility service accounts if needed.

Financial Management

- Assist the Planning Department in the review of service agreements.
- Review invoices and assure amounts shown are correct and are justified by the work done. Recommend payment of invoices to the Planning Department.
- Work with utility companies, city and/or utility district to reduce costs where possible.
- Assist Planning Department with development of yearly Field Services budget
- Act as the "point of contact" for District on-site activities and inquiries with service contractors, government agencies, or other associations and organizations as needed.

The North Houston District is a special purpose management district located in Houston, Texas. The District was created by the State Legislature in 1991 at the request of commercial property owners to provide services and improvements for the area. Information about the District may be found at www.northhouston.org.

For consideration submit resumes and cover letters to Bart Baker at bbaker@northhouston.org.