



FACILITIES AND PARKS MANAGER

Department: **Public Works** Class Code: **27**
Reports to: **Public Works Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, directs and manages the Town Facilities and Parks Departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees all purchasing and operations activities of the Facilities and Parks Departments; communicates with the respective departments regarding various concerns or issues.
- Supervises and directs subordinate staff; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Receives and responds to work request orders from all departments; ensures their timely completion.
- Hires and trains staff including seasonal/temporary and volunteer workers.
- Prepares and presents budgets for the various departments; monitors expenditures.
- Plans, organizes, schedules, and oversees projects and tasks for facilities and parks maintenance and improvements. Develops timelines and project specifications under the supervision of the Public Works Director, and with input from subordinate supervisors and/or other departments.
- Assists in master planning for the development and construction of projects for Town facilities and parks.
- Prepares grant applications and construction documents.
- Coordinates Contractors and directs staff for facilities and parks improvement projects.
- Responsible for proper care and maintenance of Town facilities
- Deals with the general public and Town staff on various issues and matters within the Town.
- Deploys crews for weather, snow removal, and flooding issues on Town grounds or as directed.
- Develops proposals for new capital improvement projects and grant applications for the projects.
- Estimates and reports material and labor cost for facilities and parks maintenance and construction.
- Maintains the Facilities and Parks software database; data enters asset, vehicle, and equipment information, work orders, repairs and estimates.
- Communicates with various departments and operators regarding concerns or issues with facilities or parks equipment; handles special equipment needs for ongoing and upcoming projects or concerns regarding current equipment.
- Coordinates work assignments with staff; consults with contractors on diagnostics and repairs on equipment or buildings or landscaping; meets with staff to discuss current workload and repairs to be performed.
- Contacts dealers and vendors for the status of ongoing and future repairs.
- When necessary, assists in performing the repair and maintenance of facilities or parks equipment.
- Participates in maintenance activities for parks and facilities as needed.

- Prepares equipment specifications and purchases.
- Prepares quotes for repair and upgrades.
- Oversees inter-department cooperation when needed.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or equivalent and five years of experience, including five years of supervisory experience, in facilities and parks operation & administration or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Bachelor's degree preferred but not required. Possession of a valid driver's license. Possession of a valid Class B Commercial Driver's License preferred but not required.

Herbicide applicator license preferred but not required.

National Recreation and Park Association "Certified Park and Recreation Professional" preferred but not required

Required Knowledge of:

- Principles and practices of facilities and parks management.
- Principles and practices of administrative and project management.
- Principles and practices of effective employee supervision.
- Methods, tools and equipment used in the repair and maintenance of HVAC, plumbing, and electrical systems.
- Federal Regulations and Town Policies for worker safety and best practices.
- Landscaping methods and practices.
- Irrigation methods and practices.
- Government budgeting and planning.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, public groups/bodies, other public jurisdictions and the general public.
- Read and interpret plans, technical manuals and related sources.
- Use power and hand tools.
- Operate heavy motorized vehicles and equipment.
- Use of chemicals, fertilizers, and spraying equipment.
- Maintain Inventory of material, supplies, and equipment.
- Plan, implement and evaluate various department programs and services.
- Effectively supervise and train staff.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple projects, tasks and demands.
- Operate a personal computer utilizing a variety of software.
- Maintain various manual and automated records and documents.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to flammable materials or electrical hazards. May be exposed to infectious diseases. May be required to climb ladders. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Fleet Supervisor D&R and Specifications added.	8/26/2015	9/30/2015		27	Exempt	
	7/2021	7/2021	Facilities and Parks Manager	27	Exempt	

APPROVED: Laura Kyriakakis, HRD

DATE: 7/20/2021