



JOB DESCRIPTION

POSITION TITLE:	Parks and Facilities Manager
DEPARTMENT:	Parks and Recreation
FLSA STATUS:	Non-Exempt
SALARY GRADE:	H
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Parks/Facilities Manager must provide a long-term vision for the Parks Department. The manager provides leadership and motivation to staff, volunteers, partners and the public. Under the general supervision of the Parks and Recreation Director, the manager plans, organizes, supervises and promotes Parks services and operations to meet the overall department goals and objectives. The manager is responsible for the budgetary and fiscal oversight of assigned parks and City facilities. The manager will also perform a variety of skilled work in coordination, preparation, repair and maintenance of parks, buildings and grounds; maintenance, and repair of irrigation systems; maintenance of buildings; and special landscaping or public use areas.

ESSENTIAL JOB FUNCTIONS:

- Directs the work of assigned Parks division(s) within the Parks and Recreation Department; develops and maintains policies and procedures for facility operations and guides the development of assigned programs to ensure consistency and coordination with other Department and City goals, programs and services.
- Develops long-range vision and operational goals in conjunction with the Parks and Trails Advisory Board, and the City Council; researches and evaluates new information, trends, and developments in other agencies; prepares reports and makes presentations on policy alternatives and the impact on maintenance programs and facility operations.
- Serves as a resource on landscape and horticultural matters. May select planting and prepare land changes that conform to desired landscaping goals.
- Maintain city/park, buildings and structures. Repairs, modifies, paints and replaces fixtures, plumbing and electrical components.
- Responsible for the daily operation of assigned facilities and ensures the safety of patrons and the general public; follows general guidelines, professional and administrative standards, local, state and federal laws.
- Develops and implements appropriate tools for monitoring, analyzing, and evaluating assigned activities, including customer satisfaction surveys; prepares relevant statistical reports; implements needed improvements or recommends changes in services, facility, and operations.
- Inspects and maintains play areas and equipment, surfaces and outdoor seating areas in a safe and usable condition. Mows and grooms public park fields.
- Responsible for the selection, supervision and evaluation of assigned staff; ensures appropriate development of Parks employees including monitoring licenses and certifications for compliance.
- Removes trash from receptacles, seating and grounds. Repairs seating, railing, fountains, bike racks and other site furnishings.
- Repairs, maintains and programs landscape irrigation systems.
- Monitors and diagnoses weed, disease and pest problems in fields and public areas, taking appropriate measures to mitigate or eliminate the problems.

- Applies biological/organic fertilizers, non-regulated herbicides and pesticides to areas, as authorized using manual equipment. Place postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations. Maintains up-to-date knowledge of safe pesticide/herbicide applications and regulations.
- Performs scheduled operational checks and preventive maintenance and routine servicing of grounds keeping equipment.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials. Maintain required logs and files and required pesticide use reports.
- Oversees the work of and trains permanent and seasonal employees.
- Administers contracts for building custodial; janitorial and HVAC services; landscape maintenance services and assess, fixes, and prioritizes building repair and maintenance schedules, and work plans.
- Prepares requests for proposals; develops and monitors contracts for services including creating & monitoring purchase orders. This also includes assisting the Director in managing the solicitation of quotes, proposals and bids for service, maintenance and repair contracts and construction projects.
- Develops cost effective fiscal management for programs and facilities; develops and monitors assigned budgets and assists with department budget planning to determine capital purchases, staffing needs & prioritizing requests and allocation of resources.
- Reconciles daily invoices and monthly statements to ensure the Parks Division is operating within its current budget.
- Maintains appropriate attendance records including approval of time off requests and sign off of monthly time sheets.
- Seeks alternate funding sources; develops and implements funding strategies, obtains sponsorships, writes grants; administers and revises contracts and agreements for services.
- Performs other duties as assigned that support the overall objective of the position.
- Markets and promotes Parks programs and services to the larger community; develops and maintains on-going market research and promotional strategy to generate interest in services; conducts public speaking.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.

JOB SPECIFICATIONS:

Mandatory Requirements:

Bachelor's degree in Parks and Recreation Administration, Forestry Management, Agronomy, Horticulture or other work-related field, and four years of related management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience must include performing in areas such as operation of equipment and repair and upkeep of parks, buildings and grounds and applying special knowledge of landscaping and horticultural techniques.

Knowledge, Skills and Abilities:

- Horticultural and methods of planting and caring for plants, trees and lawns.
- Irrigation system programming, operation and maintenance.
- The safe operating and mechanical characteristics of a full range of grounds maintenance.
- Proper and safe application of fertilizers, herbicides, and pesticides.
- Proper lifting techniques; techniques for safe handling, storage and disposal of hazardous materials.
- Must be able to maintain lawns, fields, buildings and grounds.

- Must be able to identify turf and other plant diseases and pests and take steps to mitigate or eradicate.
- Safely use and operate hand tools, mechanical equipment and power tools, vehicles and equipment required for the work in a safe and efficient manner.
- Perform minor repairs and servicing on pumps and motors used in irrigation systems and motorized equipment.
- Sufficient math skill to calculate distances, proportions and sums and understand budgeting theories and principles.
- To lead projects and oversee the work of others
- Sufficient human relations skills to work cooperatively as part of a team to serve internal and external customers. To work cooperatively with the public.
- Work independently, with good judgment and political sensitivity.
- Supervisory theory and techniques. Coach, mentor, evaluate, and discipline staff.
- Conflict resolution techniques. Handle pressure and/or difficult situations in a calm and defusing manner.
- Basic principles of contract development; special project management.
- Write clear and concise reports, letters, and other written materials, requests for proposals.
- Understanding and ensuring compliance of City, state and federal laws, regulations and ordinances governing parks & recreation.
- Report preparation and presentation to internal and external audiences.
- The ability to use personal computers and related software applications.
- Requires the ability to maintain acute records.
- Analyze complex issues and solve problems.
- Write grants; prepare fundraising proposals.
- Plan, organize, and conduct meetings as needed.
- Prepare budgets, track and record expenditures.
- To work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Ability to work varying schedules in support of projects and events.
- Must complete required training assigned work within a reusable time frame.

Special Requirements/Licenses:

- Pesticide applicator's certification is required within 1 year of hire date.
- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- CDL is required within 1 year of hire
- Certified Parks and Safety Inspector (CPSI) required within 1 year of hire.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.
- May be required to work some evenings and weekends. attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours.

Optional and/or preferred Licenses:

- Oregon Limited Maintenance Electrical license

SUPERVISION RECEIVED:

Works under the direction of the Parks and Recreation Director.

SUPERVISORY RESPONSIBILITIES:

Supervises department staff which includes oversight and final authority for assigning, reviewing and evaluating work performance and payroll oversight.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Ability to function both indoors and outdoors engaging in work of a moderately active nature.

- Ability to maintain cardio-pulmonary fitness to engage in moderate physical activity.
- Ability to move to different working locations and to bend, stoop, climb, and reach to perform essential job functions.
- Requires arm, hand, and finger dexterity to demonstrate use or operate common tools used in public works maintenance.
- Ability to lift from floor, waist or overhead, objects up to 75 pounds.
- Ability to function with temperature and weather variations.
- Requires visual acuity to observe work sites and read written materials.
- Requires the ability to stand for extended periods of time and walk up to 400 yards.

TOOLS AND EQUIPMENT USED:

Variety of hand tools, hand-held power equipment, light and medium duty vehicles and equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the field environment is usually moderate, except when operating hand-held power equipment.
- May be required to work some evenings and weekends. attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Rochelle Anderholm-Parsch

Parks and Recreation Director

Adopted: 5/2022

Revised:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Name

Date