



PARKS & FACILITIES DIVISION MANAGER

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Parks & Facilities Division Manager	Effective Date:	September 1, 2018
Working Title:	Parks & Facilities Division Manager	Type:	Non-Represented
Department:	Public Works	Supervisor:	Public Works Director
FLSA Status:	Exempt	Supervises:	MUW I – Parks, Facility Maintenance Technician, Temporary Workers and Volunteers

CLASSIFICATION SUMMARY

Incumbents in this classification ensure the integrity, efficiency, and quality of improvements and maintenance related to the City's Parks system, including grounds, buildings, playground equipment, athletic courts and fields, irrigation systems, amphitheater, picnic structures, splash fountains, greenways, creeks, wetlands, trails, and marine facilities; operate and maintain City-owned splash fountains, including the operation of relevant software and control systems; manage capital improvement projects identified in the budget process and performed by contractors throughout the Parks system; and coordinate volunteers in performing various small improvements and maintenance projects with organizations such as Eagle Scouts, Rotary, and neighborhood groups.

Incumbents in this classification also ensure the integrity, efficiency, and quality in the completion of maintenance related activities incorporating a wide variety of manual, semi-skilled and skilled tasks involving building and grounds maintenance, accessibility and appearance, building repairs, and quality control in janitorial services of the Civic Center facility.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below 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 functions.

Physical Demands

Physical effort is required to perform heavy manual labor such as moving picnic tables, lifting sacks of fertilizers and garbage cans. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch or crawl. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

In the performance of the job duties, the employee will at times perform tasks outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals, and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, and operating a motor vehicle safely and legally while on City business.

80% Division Management

Oversees the maintenance in parks and open spaces such as athletic fields, including but not limited to mowing, edging, landscaping, planting, raking, pruning, grass trimming, and weed control.

Oversees the maintenance in Civic Center facility and grounds, including but not limited to the building's heating, ventilating, and air-conditioning equipment, standby generators, electrical controls, and alarm and fire protection devices, landscape irrigation system, recycling and trash system, and outside window cleaning.

Plans, maintains, organizes, and supervises Parks and Facilities Maintenance staff, temporary workers, and volunteers to ensure ongoing maintenance of the Civic Center and complete a variety of park improvement and maintenance projects.

Assigns, supervises, coaches, disciplines, and conducts performance evaluations on assigned staff. Evaluates ongoing staff performance; recommends personnel actions, including disciplinary and training plans; makes hiring, promotion, and termination recommendations.

Assigns work to facility maintenance staff, parks staff, temporary workers, and volunteers; directs and supervises parks, open spaces, and projects including mowing, edging, fertilizing, watering, planting, pruning, pesticide application, raking, weed control, leaf removal, playground inspections and related tasks; direct and supervises facilities maintenance staff and projects including preventative maintenance, heating, electrical, and plumbing maintenance, outside window washing, carpet cleaning, recycling, and trash disposition.

Assists with preparation of Parks Fund budgets and Facilities budget to include drafting proposed budget for areas of responsibility and long-term goals and strategies. Monitors budget expenses for Parks Fund and Facilities budget to verify funding is available to accomplish necessary maintenance and projects.

Prepares short and long-term projects and work assignments; maintains records of materials and equipment used; maintains time sheets and other work and personnel reports as required.

Orders supplies; develops specifications and receives and analyzes various bids for the purchase of Civic Center and park maintenance equipment and materials; prepares, negotiates and administers contracts with vendors for various related activities.

Assists Public Works Director in developing Parks and Civic Center Facility budgets, including long-term goals and strategies; identifies and effectively recommends priorities for improvements and maintenance of the City's Parks system

to the Parks and Recreation Advisory Board; identifies and effectively recommends priorities for improvements and maintenance of the Civic Center to the Public Works Director.

Develops and implements safety inspections for parks vehicles, playground equipment, grounds, and buildings.

Supervises all splash fountain operations. Schedules and trains staff, supervises start-up and winterization procedures. Evaluates, detects and diagnoses mechanical and electrical system problems associated with fountains; implements required repairs, utilizing applicable tools, equipment and standard operating procedures. Coordinates daily maintenance. Responsible for record keeping as required by the operating permit issued by Marion County. Follows and enforces all splash fountain policies and rules at all times.

Keeps work logs as directed.

Operates as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems.

Responds to inquiries from the public, City Councilors, Parks and Recreation Advisory Board other agencies and staff.

Exhibits leadership to staff, crews, and other City employees. Creates an environment in which employees are focused on producing excellent quality results. Models and coaches employees on excellence in internal and external customer service.

10% Customer Service

Has routine contact with the public during the course of job or may meet with citizens concerning an issue.

Communicates with citizens to ascertain their needs and expectations and takes appropriate action; follows-up with citizens to assure their satisfaction and communicates the issue to the Public Works Director or designee.

10% Other Related Duties

May serve as City representative on various boards, committees, and task forces; represents the City of Keizer on regional public works issues relating to assigned area.

Reads and interprets plans and specifications.

Responds to emergency calls during work and may be subject to call out during non-work hours.

Attends conferences and/or training sessions relevant to park and recreation standards.

May be required to operate light and heavy equipment.

May review building permits.

Assumes the duties of the Public Works Director as requested by the Public Works Director or City Manager.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency plus five years of park maintenance/construction and building facilities maintenance or related field and two years of full-time supervisory work, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Additionally, pool and/or splash fountain operation and maintenance experience preferred.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license, NIMS ICS 100, 200 and 700 Certification.
- Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles and practices of operation, repair, maintenance, construction, and installation work normally performed in parks and facilities.
- Plants, shrubs, and trees and how to care for them; chemical identification, cultivating, and irrigation installation and repair.
- Work-related safety practices and environmental rules and regulations, particularly in regards to work in parks and facilities.
- Safe operation of power tools and specialized equipment required for the position.
- Heating and air-conditioning systems, plumbing, carpentry, and basic construction with specific application for commercial buildings.
- Methods, practices, tools, and materials used in general maintenance and repair work.
- Occupational hazards and safety precautions in general maintenance and repair.
- Principles of supervision, training, and performance evaluation.

Skill & Ability

- Operate specialized tools, heavy equipment, and vehicles required to perform the duties, responsibilities and the essential functions of the job.
- Operate a computer, including word processing and email programs.
- Identify tasks, methods, materials, equipment, and safety procedures utilized in the proper execution of activities.
- Make material estimates, read and interpret plans and specifications, keep records, and make reports.
- Interpret public works project plans.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, the public, and consultants.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Work independently.
- Plan and prioritize daily tasks.
- Make appropriate decisions about available options.
- Maintain accurate inventory, personnel, and work records.
- Develop presentations, coordinate special events, and speak before citizen and student groups.
- Plan and lead less experienced employees in the completion of various projects.
- Supervise, train, and evaluate assigned staff.

Licenses, Certifications & Other Requirements

- Required within 90 days of hire: Oregon commercial driver license (CDL) - Class B Endorsement.
- Preferred at hire, must be able to obtain as soon as practicable: NIMS ICS 300 and 400, Excavation Safety Training and Confined Space Training, First Aid & CPR Certification, and Oregon Commercial Pesticide Applicator License.
- Certified Pool and Spa Operator training preferred.