



Parks Maintenance Manager (1550)

FLSA Status: Exempt

Pay Grade: 24

Safety-Sensitive: No

Purpose

The purpose of this classification is to plan, direct and oversee operations and staff involved in maintenance and repair of parks and facilities for the Parks and Recreation Department.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Manages day-to-day operations: plans, organizes, and schedules day-to-day operations; coordinates work orders with assistant managers for general maintenance and repair of parks, fields and facilities; determines and assigns turf-related practices, including fertilization, pre-emergent herbicide applications, weed and insect control, etc.; inspects fields and facilities; identifies issues, safety hazards, maintenance and repair needs, etc.; develops solutions for corrections and to resolve any potential problems; and monitors maintenance and repair work to ensure maintenance completion;

Coordinates procurement of goods, services, and equipment for area of assignment: ensures compliance with County purchasing policies and procedures; prepares and submits bid specifications and bid and quote solicitation documents; participates in review and selection of bids and quotes; reviews and approves invoices and annual contract renewals; monitors vendors and contractors for contract compliance and work quality; and maintains related documentation and forms.

Develops and implements budget for area of assignment: recommends budget allocations for staffing, equipment, maintenance, and capital improvement needs; monitors expenditures and revenues to ensure compliance with approved budget; reviews, approves, codes, and enters purchase orders, purchase card and charge account transactions; and maintains related documentation.

Plans and schedules large projects: prepares estimated costs for irrigation and landscape materials, and supplies; calculates estimated cost to install; coordinates with the Assistant Manager on a daily basis to keep the project operating smoothly and on time; assists the Assistant Manager with scheduling landscape aspects of projects; and maintains records of all receipts and man-hours for each project.

Maintains facility and equipment inventory: maintains records and creates replacement schedules; maintains documentation of inventory of trucks, tractors, trailers, line trimmers, stick edgers, blowers, and other equipment; maintains documentation of inventory of picnic tables, trash receptacles, bleachers,

benches, playground equipment, exercise equipment, back stop nets, and other park amenities and facilities.

Coordinates with other divisions and departments for special activities and major events: coordinates set-up and clean-up of equipment such as tents, tables, chairs, barricades, parking areas, trash receptacles, etc.; controls parking during events; and coordinates maintenance and repair tasks with facilities manager as needed, such as assisting with clogged toilets, replacing ceiling tiles, installing signage, replacing filters, etc.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; conducts safety meetings and training activities; assists with training employees on proper use of equipment; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Parks and Recreation or a related field required; supplemented by three years of experience in parks maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Pesticide Applicator license and Playground Safety Inspector certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a department or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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