



Operations Manager, Parks & Recreation (1545)

FLSA Status: Exempt

Pay Grade: 20

Safety-Sensitive: No

Purpose

The purpose of this classification is to manage facilities maintenance and facilities use for the Parks and Recreation Division, to develop community partnerships related to facilities use, and to participate in the Division's capital construction management process.

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; develops and distributes staff schedules; 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.

Evaluates facilities and systems and plans for future needs: determines maintenance and repair needs and develops maintenance schedules; manages preventive/corrective maintenance activities; ensures that facilities meet requirements of all applicable codes, laws, rules and regulations; evaluates facilities and facility systems, such as electrical, HVAC, plumbing, lighting, etc. to determine future repair and replacement needs; projects costs; establishes long-term goals for facilities renovation, repair, and replacement.

Supervises facilities maintenance, repair, and modification projects: writes and receives work orders; prioritizes and schedules work; determines and coordinates necessary equipment, materials, and manpower to complete projects and work orders; plans most efficient use of resources; assigns projects and work orders to appropriate staff; redirects or reassigns workers in response to emergencies or changes in priorities; monitors progress in meeting project deadlines; and responds to problems or emergency situations.

Supervises the performance of general custodial duties at facilities, such as cleaning restrooms, kitchens, locker rooms, meeting rooms, and other areas, vacuuming carpets, scrubbing and waxing floors, dusting, washing windows, emptying trash, and setting up and tearing down staging, chairs, tables, bleachers, etc. for meetings, classes, tournaments, and events.

Solicits and secures the services of third-party service providers: solicits quotes and bids from service providers for various custodial tasks; prepares cost estimates for service; writes bid specifications; receives and reviews bids and quotes; and recommends or selects service provider.

Coordinates and manages capital projects for the Recreation Division: works directly with the Parks and Recreation Director to recommend, implement, and complete capital projects and/or to monitor contractors on capital projects contracts.

Maintains inventory of equipment and supplies: monitors inventory levels; ensures adequate materials and supplies to complete projects; researches products and equipment; prepares solicitation documents for bids and quotes as required; prepares purchase orders for new and replacement equipment and supplies; and coordinates with the Purchasing Department as needed.

Coordinates use of division facilities: develops and implements policies and guidelines for facility use; provides information and answers questions regarding policies, guidelines, fees and other facility rental and use information; monitors facility reservation system and tracks facility use; and ensures facilities are set up and cleaned up for individual rentals and events.

Networks with community members, civic organizations, and business partners: recommends, plans, and coordinates sharing of facilities; solicits donations for events and programs; and educates about availability and use of Division facilities.

Develops and implements budget for area of assignment: makes recommendations regarding budget allocations for staffing, equipment, and capital improvement needs; and monitors revenues and expenditures to ensure compliance with approved budget.

Communicates with Director, County employees, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; participates in various committees; and attends and conducts meetings.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Recreation, Physical Education, or a related field required; supplemented by three years of progressively responsible experience, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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 act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning 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, and/or advisory 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 influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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 very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, temperature and noise extremes, heights, machinery, vibrations, or rude/irate customers.

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

Created March 2021