



EMPLOYMENT OPPORTUNITY

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Park Operations & Facilities Manager (Fulltime)

FLSA: Exempt Salary Range: \$46,653.28 - \$72,312.58

Department: Parks, Recreation, and Cultural Affairs Pay Grade:112 FLSA Status:

Reports to : Parks, Recreation & Cultural Affairs Director

JOB SUMMARY

Under administrative direction, plans, organizes, oversees, coordinates, and performs technical and administrative support related to programs and activities of the City's parks, facilities, and open space maintenance and repair, including long- and short-term project planning, design, construction, maintenance, and repair; provides complex and responsible staff assistance to the Parks Director. The position is responsible for overall management and maintenance of all City parks, facilities, amenities and trails for daily use and acts as the City Staff Liaison for Keep Powder Springs Beautiful and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Oversees the daily inspection of all city parks, amenities, trails, and splash pad.
- Participates in the development and administration of park projects, capital improvements and annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies and makes recommendations on the same; monitors expenditures; recommends and implements adjustments as necessary.
- Supervises contracted services and/or staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendation
- Oversees the maintenance of parks or fields such as mowing, trimming, and related grounds maintenance
- Oversees the cleaning, inspections, maintenance, and inventory of supplies in park facilities; monitors the safe environment and cleanliness of all park sites
- Helps with the setup and breakdown of City events
- Participates in the development of consultant requests for proposal for professional and/or construction services and advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Oversees and inspects the work performed by consultants and contractors; ensures that work product is compliant with contract provisions, City standards, and legal and regulatory requirements.
- Receives, investigates, and responds to problems and complaints from citizens, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Provides support, guidance and technical assistance to the Keep America Beautiful and staff liaison with Keep Powder Springs Beautiful.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Associates (Bachelor's preferred) in park management, environmental horticulture, public or business administration, or a related field. Five years of relevant experience working, with at least two years in a supervisory capacity. Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. Valid Georgia driver's license. CPRP certification preferred or the ability to obtain within 12 months. CPO certification preferred or the ability to obtain within 12 months.

Knowledge, Skills and Abilities:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles, practices, and techniques of project management, including capital improvement projects.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Methods, materials, tools, equipment, and techniques used in the construction, maintenance, and repair of parks, open space, and recreation facilities, systems, and infrastructure.
- Contract management practices in a public agency setting.
- Practices of researching operational issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and ongoing developments, current literature, and sources of information related to water utilities operations and maintenance.
- Water conservation principles and techniques.
- Recordkeeping principles and procedures.
- Modern office practices, methods, including computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

PHYSICAL DEMANDS:

The work is physical work. The employee is occasionally required to exert up to 50 pounds of force. Work is typically performed with the employee regularly standing, walking, kneeling, lifting, crawling, climbing, and balancing. This position occasionally requires the use of light and medium equipment or machinery. Must possess strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

WORK ENVIRONMENT:

Work is typically performed in both office and outdoor environments. Flexible schedule, some night, weekends, and holiday work is mandatory. Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

The City of Powder Springs is an Equal Opportunity Employer.

All applicants must complete a City of Powder Springs employment application. Applications may be down loaded and printed from the website at www.cityofpowdersprings.org or you may receive an application BETWEEN 9am and 4pm at City Hall located at 1114 Richard Sailors Parkway, Powder Springs, GA 30127.

Submit completed application to:

City of Powder Springs,
Rosalyn Nealy, Human Resources Director
P. O. BOX 46
Powder Springs, GA 30127

Or email rnealy@cityofpowdersprings.org

Closing Date: Open Until Filled