

CLASS TITLE: PARKS FACILITIES MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, administration, operational and maintenance management work in directing Parks buildings and facilities operations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and administers the Parks Department's Facilities Division maintenance and operations activities
- Develops and implements plans for the efficient utilization of personnel, equipment, services and materials and provides information on resource use and work accomplishments
- Manages resources to inspect and determine necessary maintenance or repairs to buildings, play structures, shelters, sports courts and other facilities and directs the appropriate personnel in response
- Prepares and monitors the budget for personnel, maintenance, materials and equipment
- Participates in the planning, development and implementation of a capital maintenance and improvements program and the planning, development and review of park facilities and structures
- Assembles and maintains division data and records to inform department budgeting, strategic planning and operations, in coordination with the Information and Planning Division,
- Plans, coordinates and establishes standards for the maintenance, repairs and improvements of park buildings, playgrounds, sports courts, shelters, parking lots, and other facilities and amenities
- Interacts with various organizations to develop and expand partnerships and alliances to enhance resources and improve maintenance operations
- Monitors contracts and project scheduling for City staff and contract providers to ensure adherence to specifications
- Prepares and presents proposals to the Park Board, City Council and others, and prepares information involving department operations and activities for publication and release to the news media
- Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in park and recreation or facilities management, engineering or a closely related field and seven (7) years of progressively responsible experience in the development, operation and maintenance of park and recreation or other facilities including at least four (4) years journeyman level skilled electrical, mechanical, plumbing or other mechanical maintenance related repairs experience, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of principles and practices of park management and maintenance used in the operation, maintenance and repair of buildings and facilities; considerable knowledge of the amenities and equipment used in the construction, maintenance and operation of a park and recreation system; considerable knowledge of public administration, including budget preparation and control, purchasing and personnel management; considerable knowledge of standard safety principles, practices and procedures, including OSHA requirements for utilities and construction functions related to park and recreation facilities; knowledge of building codes as applied to all aspects of park and recreation facilities; knowledge of building construction, site work and the common practices of construction; knowledge of electrical, plumbing and mechanical systems; and knowledge of construction and maintenance contracts. Ability to plan, direct and coordinate a wide variety of maintenance activities and personnel involved with a comprehensive parks and recreation program; ability to evaluate and present programs, establish goals and make effective recommendations for continuing improvements of programs and facilities; ability to read and interpret engineering plans and specifications; ability to speak effectively at a variety of functions and to a variety of audiences; and the ability to utilize the highest level of

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interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of one (1) of the following as issued by the State of Oklahoma: Unlimited Journeyman Mechanical License; Unlimited Journeyman Electrical License; Journeyman Level Plumbing License and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, occasionally outdoors and in inclement weather and may be subject to varying schedules to attend meetings and monitor work with possible exposure to hazardous physical conditions and materials, atmospheric conditions, extreme temperatures and intense noise.

Class Code: 1200

EEO Code: E-02

Pay Code: EX-44

Group: Cultural, Legal & Sciences

Series: Parks & Recreation Management

Effective date: March 2, 2020