



## **SUMMARY**

Under administrative direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to all programs and activities of District parks and facilities, including long- and short-term project planning, design, construction, maintenance, and repair, and other programs; coordinates assigned activities with other District departments and outside agencies; provides highly complex and responsible staff assistance to the General Manager and others in areas of expertise; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct supervision over technical and administrative support staff.

## **DISTINGUISHING CHARACTERISTICS**

This management classification oversees, directs, and participates in the activities and programs of the Park Operations and Facilities Maintenance departments and is responsible for providing professional-level staff assistance to the General Manager in the areas of expertise. Responsibilities include performing and directing the department's day-to-day administrative functions and short- and long-term planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments and public and regulatory agencies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes overall management responsibility for the Park Operations and Facilities Maintenance functions and activities, including capital improvement project planning and management, installation, construction, maintenance, and repair of park and office facilities and related equipment and fixtures.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for department functions and programs; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Identifies grant opportunities; develops and prepares grant proposals; manages grants.
4. Manages and participates in the development and administration of the Parks and Facilities 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.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training as needed; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the General Manager.
6. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the General Manager; directs the implementation of improvements.
7. Develops and administers policies, procedures, , design standards and specifications while ensuring that repair and maintenance, financial, regulatory, and legal requirements are met.
8. 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.
9. Oversees and inspects the work performed by consultants and contractors; ensures that work product is compliant with contract provisions, District rules and standards, and legal and regulatory requirements.
10. Meets and confers with contractors, engineers, a variety of outside agencies, and the general public in acquiring information and coordinating parks and facilities maintenance matters.
11. Prepares, reviews, and completes various reports, including Board of Directors reports and department related documentation and correspondence.
12. Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.



## PARKS AND FACILITIES MANAGER

13. Represents the department with other District departments and outside agencies; provides staff support to commissions, committees, and task forces as necessary; negotiates and resolves significant and controversial issues.
14. Provides highly complex staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
15. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to parks and facilities maintenance, repair, and construction programs, policies, and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and facilities maintenance and operations; researches emerging products, enhancements, and trends and their applicability to District needs.
17. Monitors changes in regulations and technology that may affect department services and/or operations; recommends and implements policy and procedural changes as needed.
18. 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.
19. Performs other duties as assigned.

### QUALIFICATIONS

#### Education and Experience:

- Bachelor's degree in park management, environmental horticulture, public or business administration, or a related field is required; Master's degree is highly desirable;
- AND**
- Five years of relevant experience working, with at least three years in a supervisory capacity.
- OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

#### Knowledge of:

- 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.
- Principles and practices of grant writing and management.
- 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, and 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.



## **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical construction, maintenance, and repair and related programs.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Speak effectively in public.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Operate office equipment and computer applications related to the work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Licenses and Certifications:**

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Possession of a Qualified Applicator License, Qualified Applicator Certificate, and/or Agricultural Pest Control Adviser License is desirable.

## **PHYSICAL DEMANDS**

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.

## **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

## **WORKING CONDITIONS**

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.



Livermore Area  
Recreation and Park District  
*An independent special district*

## **PARKS AND FACILITIES MANAGER**

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: 5440L

FLSA Status: Exempt

Supersedes: Parks and Facilities Manager dated 10/27/10