

PARKS AND RECREATIONAL MAINTENANCE MANAGER

NATURE AND PURPOSE OF WORK:

Position is responsible for management of maintenance of all parks, tennis courts, swimming pools, athletic fields, recreation centers, senior centers, activity centers, the nature station, and campground. Work is primarily managerial, policy making, and public contact in nature. Incumbent has supervisory responsibility, through the Parks Maintenance Supervisor and Recreation Center Maintenance Supervisor, for a large maintenance staff, and work is performed under the general direction of the Director of Parks, Arts, Recreation, and Culture.

ILLUSTRATIVE EXAMPLES OF WORK: (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by anyone incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Prepares annual budget for the facilities and parks maintenance section, administers maintenance workflows software, and is responsible for the monitoring and approval of expenses. Responds to work orders, reports and/or public complaints concerning need for maintenance of recreation centers, senior centers, activity centers, parks, the Acadiana Nature Station, and the Acadiana Park Campground buildings and grounds. Plans, organizes, and assigns work of a large grounds and facilities maintenance program, through meetings with other PARC managers, Public Works facilities maintenance, subordinate supervisors, and foremen. Meets with consultants, architects and engineers to review plans and progress on capital projects. Inspects work done by contractors or in-house staff. Interviews prospective employees, trains, evaluates and counsels employees as needed.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:

Thorough knowledge of the layout, location, and characteristics of the municipal recreational grounds, parks, and facilities.

Considerable knowledge of recreational facilities and grounds maintenance equipment, procedures, and requirements.

Ability to forecast material requirements, costs, and expenses and to prepare an annual maintenance budget.

Knowledge of Consolidated Government's purchasing principles, policies and procedures.

Experience working with warranties and contracts, and ability to tactfully and effectively ensure adherence to same.

Ability to read blueprints and write materials specifications.

Ability to use computers and softwares as related to the area of assignment.

Ability to supervise subordinate employees, including ability to train, develop, and objectively evaluate performance.

Ability to work tactfully and effectively with the public to resolve questions and concerns related to parks grounds and facilitates maintenance issues.

Ability to form and maintain productive work relationships with the elected officials, employees, subordinates, and contractors.

DESIRABLE TRAINING AND EXPERIENCE:

Bachelor's degree in parks and recreation management, operations management, business administration or related field, and substantial experience in budgeting, planning construction projects, buildings and grounds maintenance, or an equivalent combination of education and experience. Experience positively engaging with the public to resolve maintenance requests, including as related to special events and/or safety concerns, strongly desired.