



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: PARKS AND FACILITIES MANAGER

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DIVISION: Parks & Facilities  
DATE ADOPTED: 10/27/2010

CLASSIFICATION CODE: 5440  
FLSA STATUS: Exempt

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#### **POSITION SUMMARY:**

Under general direction, the Parks and Facilities Manager is responsible for the development, operations, maintenance and general activities of multiple areas within the District, including, parks, open space, facilities and other duties as assigned. This position performs technical, responsible and professional work at a senior management level. Some typical duties include the following:

- Supervision of staff: Recruiting, hiring, training (skill set, safety, licensing, policies, procedures, etc), monitoring activities, assigning task and evaluating work.
- Projects: Plan, develop, bid, initiate, schedule, monitor, report and provide review/evaluation.
- Budget: Develop, monitor, evaluate, report on and take the necessary actions to maintain fiscal goals for both revenue and expenditures (operating and capital).
- Operations: Oversees and evaluates operations to develop and implement steps to improve levels of safety, efficiency, quality, customer service and overall effectiveness.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures the safe operation of facilities and provision of services for the public and staff members.
- Uses initiative and creativity in managing projects from inception to implementation and delegates assignments to subordinates;
- Manage multiple priorities and demonstrates effective leadership;
- Acts as a liaison to the community, understanding the public's needs and helping to secure and extend public support and interest;
- At all times, demonstrates cooperative behavior with the elected officials, his or her supervisor, LARPD staff, staff from other agencies, and the public.
- Plans, coordinates, manages and directs a combination of major phases of the District's services and operations.
- Researches and provides analysis, makes recommendations and submits reports to his/her supervisor.
- Initiates action on projects and operational procedures that result in improvements, efficiencies, effectiveness and/or enhancements to the District's services.
- Exercises fiscal control over multiple areas including budget development, monitoring, evaluating, reporting and taking the necessary actions to maintain and meet fiscal goals.

#### **WORKING CONDITIONS**

Position requires prolonged sitting, standing and walking on level, uneven and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping and squatting in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Near vision is required when reading written reports, plans, and other documents, and far vision is required when inspecting work sites. Acute hearing is required when providing phone and personal service. The need to lift, carry and

push tools, equipment and supplies weighing up to 25 pounds is also required. The job duties expose the employee to the outdoors, which may include exposure to fumes, dust, allergens, pesticides, fertilizers, and air contaminants. The nature of the work may also require the incumbent to occasionally work in construction zones and heavy traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

### Education and Experience

Bachelor's degree in park management, public administration, business administration or a related field, with coursework in horticulture or landscape architecture, and five years of experience in park management, golf course management, landscape architecture, or landscape and horticultural maintenance activities, with three years in a supervisory capacity including at least one year at a upper supervisory level. A combination of training and experience which would provide the required knowledge, skills and abilities may be qualifying. Additional full-time responsible park experience may be substituted for the required education on the basis of two (2) years of experience for one (1) year of college work, provided, however, a minimum of nine (9) semester units in park management or closely related field has been satisfactorily completed.

### Knowledge, Skills, and Abilities

Thorough knowledge of:

- Principles, practices, equipment, methods and techniques associated with the development and maintenance of parks, athletic fields, open space, trails, riparian areas, historical structures and facilities management.
- Principles and practices of employee supervision, including selection, training, coaching, assigning work, evaluating work and administering progressive discipline.
- Principles, practices, equipment, methods and techniques associated with: landscape maintenance; irrigation; the care of trees, plants and shrubs; and the treatment of plant disease.
- Integrated pest management programs and the chemicals used in horticultural activities, including pesticides and fertilizers.
- Principles, practices, equipment, methods and techniques associated with facilities maintenance and facilities repairs including electrical, plumbing, mechanical and structural systems.
- Principles, practices, training, equipment, methods and techniques used to comply with the occupational hazards and safety regulations associated with parks, open spaces and facilities operations.
- Principles and practices of operational and capital budget development and administration.

Working knowledge of:

- Various facets of park and open space management and maintenance such as buildings, swim pools, restrooms and historic structures.
- Construction, renovation and repairs of park and recreation facilities including plumbing, electrical, mechanical and structural elements.

Some knowledge of:

- Principles and methods of recreation program and project development, management, and implementation.
- Equipment and methods associated with recreational programming and services.

Ability to:

- Ensure staff is trained in current first aid and CPR techniques and appropriate equipment is available.
- Multi-task by managing and directing a variety of functional areas related to parks, open spaces and facilities operations.

- Manage, plan, direct, supervise, coach and evaluate the work of supervisors, professional staff, field maintenance and support personnel; maintain morale and productivity; and, provide for staff training and development.
- Develop and implement effective work schedules/assignments and productivity measures.
- Develop long-range plans and programs.
- Conduct research, analyze technical issues/problems and develop appropriate recommendations for action.
- Interpret, apply, and explain laws, regulations, standards, policies, and procedures.
- Develop, monitor and manage division and capital improvement project budgets, and administer contracts.
- Make sound decisions and exercise appropriate independent judgment within broad policy guidelines.
- Establish and maintain cooperative and effective working relationships with elected officials, District staff, advisory committees and commissions, representatives from other agencies, and the public.
- Develop effective partnerships with other organizations, businesses and community groups.
- Communicate clearly and concisely, both orally and in writing.
- Make presentations to the public, professional organizations, advisory committees and commissions, the Board of Directors and District employees.
- Prepare clear, comprehensive technical and administrative reports, correspondence, memoranda, and literature related to the park and open space system and facilities.
- Demonstrate proficiency in using computer programs associated with word processing, budgeting, spreadsheets, time cards and computerized maintenance management or irrigation systems.

#### Licenses

Possession and continued maintenance of a valid class C California driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

#### **DESIRABLE QUALIFICATIONS**

- Work experience in a supervisory or management position in a public agency.
- Working knowledge of California Environmental Quality Act (CEQA).
- Possession of a Qualified Applicator's Certificate, Qualified Applicator's License, and/or Agricultural Pest Control Adviser License.