



Job Title: Parks and Facilities Manager

Department: Parks and Recreation

Reports To: Parks and Recreation Director

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 2/2/2005	Revision Date: 8/26/2014, 1/11/2018	

JOB SUMMARY:

This position manages, supervises, and coordinates the operation, maintenance and repair of Town parks, department buildings, facilities, equipment and vehicles. The Manager supervises and manages the staff in the park maintenance division and works in coordination with the Recreation Programs Administrator and Special Events/Volunteer Coordinator.

ESSENTIAL FUNCTIONS	
1	Manages, supervises, and coordinates the operation, maintenance and repair of all Town parks, and department buildings, facilities, equipment and vehicles.
2	Hires, supervises, counsels, trains, develops, and evaluates assigned personnel. Addresses employee concerns and issues, counsels and redirects staff as necessary, reviews all division employee performance evaluations and completes appropriate evaluations for direct reports.
3	Recommends and maintains division budget and plans for future expenditures/budgets and capital needs. Monitors expenditures and takes actions to ensure compliance with budgetary goals.
4	Maintains inventory and purchases necessary equipment, materials and supplies. Obtains quotes, initiates bids and prepares bid specifications as needed. Requests purchase orders and checks.
5	Writes contracts/invitations for bid, manages contracts and follow-up activities. Prepares work orders and change orders and monitors and works with vendors and contractors to ensure compliance with contractual agreements.
6	Oversees and helps maintain and repair parks, buildings, facilities, equipment and vehicles when needed requiring use of hand and power tools.
7	Maintains records of activities and submits reports as needed. Investigates and recommends corrective action to resolve issues or to provide a safe environment for staff and residents.
8	Participates in developing and implementing staff safety and training programs and participates in various committees as requested.
9	Assists in planning and implementing the Parks and Recreation Department's planning documents including the Town's Strategic Plan.
10	Performs all work duties and activities in accordance with department and/or Town policies and procedures. May be asked to temporarily serve as acting Director from time to time.
11	The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

JOB REQUIREMENTS	
Formal Education	Bachelor’s Degree from an accredited college or university in Parks and Recreation Administration, Recreation and Leisure Services, Public Administration, or related field is preferred. CPRP certification also preferred.
Experience	Five years experience working in construction and/or maintenance of parks, buildings, structures and equipment; experience in a municipal setting is preferred. Requires two years of supervisory experience and one year experience implementing and managing maintenance contracts; or any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.
Background Check	An Arizona DPS Fingerprint Clearance Card is required. Incumbent must apply for card within three days of hire or assignment to position; cost will be paid for by department. Until card is issued, incumbent must be under a direct line of observation from another card holder whenever present in the recreation facility. Card must be maintained and valid throughout period of assignment.
Driver’s License	Valid Driver’s License required, Arizona Driver’s License required within ten days of hire.
Preferred	Certification and ability to operate heavy equipment. Reading and comprehension of construction drawings and specifications and project management.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management’s vision is for all employees to embrace, support, and promote the Town’s values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers