

## PARKS AND FACILITIES MAINTENANCE MANAGER

GRADE 31

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs difficult skilled and responsible technical work overseeing and participating in the maintenance and improvement of parks and grounds areas, facilities, and equipment; does related work as required. This position is designated as "Essential Personnel," requiring that employees respond and report to normal and after hours emergencies including inclement weather events, building emergencies, etc. Work is performed under regular supervision. Supervision is exercised over assigned personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing, supervising and participating in park maintenance activities in an assigned region(s); overseeing construction projects being performed by contractors in assigned region(s); ensuring that proper supplies and equipment are available; preparing and maintaining records and files.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff and court appointed workers; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex problem situations; provides technical expertise.
- Plans, directs and participates in park maintenance and improvement projects; operates, maintains and repairs small and mid-size equipment such as mowers, weed eaters, chainsaws, pruning poles, hedge trimmers, aerators, snow blowers, utility vehicles, etc.; maintains and repairs athletic fields, play courts, asphalt surfaces, playground equipment, picnic tables, shelters, fences, guardrails, parking lots, boats and motors; maintains and monitors fitness equipment for wear or potential problems.
- Prunes/removes trees and shrubs; maintains flower gardens; mulches, seeds, fertilizes, applies top soil/sod and seeds; builds and maintains nature trails, paths and interpretive sites.
- Operates mid to heavy equipment for in-house construction projects and snow removal.
- Performs minor carpentry, plumbing, electrical and pool repairs; ensures general cleanliness of park facilities and equipment; monitors and ensures parks and facilities are safe for public use.
- Prepares bid specifications and drawings for bidding purposes; oversees construction projects/contractors; communicates deficiencies, resolve problems; assists with the development of cooperative agreements; provides work orders to general services for projects/repairs.
- Orders and maintains supplies to ensure adequate materials are on hand; maintains physical inventory of equipment, tools and vehicles; verifies invoices for payment.
- Prepares reports and correspondence; maintains files and records; receives and responds to inquiries and complaints.
- Reads and interprets site and construction plans and blue prints; estimates materials and costs for in house projects.
- Establishes maintenance schedules: Utilizes department software to schedule maintenance tasks.
- Participates in staff training and ensures staff is properly trained to perform assigned work.
- Assists in development and implementation of department operating procedures and safety program.
- Assists in development of the annual operating budget: provides project cost and estimates for long range planning.
- Assists in development of specification for equipment, vehicles and services.
- Maintains safety library, schedules quarterly training for staff; responsible for training/mentoring of new maintenance employees
- Performs department purchasing: purchase goods and services: updates and maintains adequate inventories: contacts vendors for pricing, purchasing and unsatisfactory products/service: maintains blanket purchase orders: researches buildings specifications to obtain parts.
- Performs required inspections and responsible for corrections to any deficiencies.
- Provides leadership and consultation to the department on topic area of region specific primary maintenance certification. Regional Primary Certifications include: Certified Horticultural Technician, Certified Playground Safety Inspector, Certified Lawn Care Manager and Facility Management Professional.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and use of various specialized software programs (Trafax, Aquapro, Teamworks, ACTIVE Net); knowledge and creation of SOPs. Thorough knowledge of the principles, practices, equipment, tools and materials used in park maintenance; thorough knowledge of general building, equipment, repair and maintenance; thorough knowledge of hazards and necessary safety precautions involved in maintenance work; ability to plan and supervise the work of subordinates; ability to prepare reports and maintain records; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education equivalent to graduation from high school and minimum of five years' experience in grounds and facilities maintenance work, one of which must have been in a supervisory role.

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

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, vibration, noise, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver’s license valid in the Commonwealth of Virginia, Fertilizer Applicator certification, First Aid, CPR and AED certifications. . Possession of a Class A Commercial Driver’s License and OSHA 30 hour General Industry Certification within 90 days of employment, a Commercial Pesticide Application Certification (must possess current Registered Technician Pesticide certification) and categories 3A, 3B, 5A, and 6 within 6 months of employment. One of the following specialized training certifications as determined by the department: Playground Safety, Turf Management, Horticulture, or Facility Maintenance Management is required within the first 18 months of employment.

**Confidentiality Statement**

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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