

# **CITY OF MOORE**

## **Job Description**

### **Parks & Recreation Facilities Maintenance Manager**

**Job Code:** 7608  
**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Assistant Parks and Recreation Director  
**Location:** Parks and Recreation Facilities  
**Date Adopted:** July 5, 2016  
**Date Revised:** August 16, 2021

#### **GENERAL DESCRIPTION OF POSITION**

Manage, direct, and coordinate the activities of the Parks and Recreation Facilities Maintenance Section of the Parks and Recreation Department. Incumbent will be responsible for overall facility maintenance and equipment operations; for horticulture, landscaping, and mowing operations; and ensuring compliance with regulatory mandates for health and safety in the facilities and parks.

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

1. Manage the facility maintenance and equipment operations of Parks and Recreation facilities including the Community Center. This duty is performed daily, about 35% of the time.
2. Manage the horticulture, landscaping, and mowing operations of City parks and cemeteries, to include planning and organizing fence and building repairs and special events preparation. This duty is performed daily, about 35% of the time.
3. Develop and monitor the budget for park facility maintenance and equipment operations. This duty is performed annually and as needed, about 5% of the time.
4. Develop operational and staff manuals for park facility maintenance and equipment operations. This duty is performed as needed.
5. Plan, schedule, perform, or supervise park facilities maintenance and equipment operations. Determine scheduling of park facility maintenance work, assigns priorities to staff. This duty is performed as needed, about 1% of the time.
6. Analyze and evaluate park facilities and operational needs and improvement recommendations. Assist in developing policies and procedures for parks and special event functions, including but not limited to work rules, fees/charges, hours of operation, contract services, and other items. This duty is performed as needed.

7. Ensure compliance with regulatory mandates and standards for health and safety in the parks and park facilities, including resolving or recommending solutions to problems. This duty is performed as needed, about 10% of the time.
8. Good attendance is required. This duty is performed daily.
9. Works in a manner safe to the individual and other people; keeps work area safe and clean; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
10. Perform other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; in addition, plans the work operations of a group of employees who are performing technically skilled work and/or manual labor within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a group of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and occasionally performs the same or closely work as those supervised. Content of the work supervised can be technical or non-technical in nature, and presents numerous situations for which policies and precedents must be interpreted and applied.

Supervises the following sections:

Park Facilities Maintenance

Park landscaping, horticulture, mowing, and maintenance

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for building premises and other property owned or controlled by the City where carelessness, error, or misappropriation would result in important damage or monetary loss. The total value for the above would range from \$150,000 to \$1,000,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

## **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; occasionally exposed to work near moving mechanical parts; occasionally works in high, precarious places. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Principles and practices of supervision, training and personnel management
- Basic mathematical principles
- Principles and practices of modern plumbing, electrical, mechanical, heat and air and irrigation systems
- Principles and practices of modern custodial procedures and practices.
- Principles of supervision, training and performance evaluation
- Maintenance and operation of a variety of plumbing, electrical, mechanical, heat and air and irrigation equipment

Ability to:

- Organize, direct, manage, prioritize, and assign the work of facility maintenance and park landscaping, horticulture, mowing, and maintenance personnel.
- Utilize modern office equipment and computers
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Communicate clearly and concisely, both orally and in writing
- Supervise, train and evaluate assigned staff
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a variety of equipment utilized in building maintenance and park landscaping, horticulture, mowing, and maintenance services.
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment
- Maintain records and prepare reports
- Interpret and apply applicable federal, state and local policies, laws and regulations

## **Education and Experience Guidelines**

### Education:

Equivalent to a high school diploma (including GED)

### Experience:

Five years of increasingly responsible experience in facilities maintenance and/or parks maintenance, landscaping, or horticulture, including two years in a supervisory capacity.

### License or Certification:

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required  
Possession of, or ability to obtain, Certified Parks and Recreation Professional (CPRP) certification.

## **WORKING CONDITIONS**

### Environmental Conditions:

Performs approximately 50% of the work indoors in an office setting and 50% outdoors. Involves moderate risks and discomforts such as an occasional high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust, and grease; moving parts or objects; and irritants, odors, and chemicals. Special safety precautions and protective clothing or gear may be required.

### Physical Conditions:

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building in an office setting. Employee must tolerate working environment with inside controlled temperature.

Employee works outside. Employee must tolerate working environment with outside ambient temperatures, including excessive heat, cold, and precipitation.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 25 pounds.