

<p>Town of Brunswick Position Description FLSA: Exempt</p>

Position Title: Parks and Facilities Manager Department: Parks and Recreation

Reports To: Director of Parks and Recreation

GENERAL SUMMARY:

Operating under the general direction of the Director of Parks and Recreation and in accordance with established policies and procedures, the incumbent, with considerable knowledge of maintenance methods, construction techniques and gardening operations, is responsible for coordinating and directing the custodial and maintenance personnel towards the goal of providing orderly and safe parks and recreation facilities for the public's enjoyment, by directing them in the maintenance, repair and construction of the Town's parks, athletic complexes, and recreation facilities. This employee is additionally responsible for directing a comprehensive tree care program for the town's street and park trees, by serving as the town's Arborist.

ESSENTIAL JOB FUNCTIONS:

- Assists the Director with evaluating the adequacy of Town parks and facilities, assists with and proposes the development and presentation of plans for future growth and expansion to various Town Boards, Committees and Commissions.
- Assures high quality conditions in all parks, park buildings and athletic fields.
- Oversees the day-to-day activities and supervises all Parks Division personnel which include crews engaged in the maintenance, repair and construction of Town parks, athletic fields, recreation areas and related buildings including: performance evaluation of department members, discipline, scheduling, ensuring training needs, supervision, records management; maintains payroll; and coordinates contracted work.
- Assists in the recruitment, selection and assignment of all custodial and maintenance personal for the Parks Division.
- Oversees the scheduling of full-time and seasonal workers for special event activities.
- Assists with the development and administration of departmental budgets, making recommendations based on forecasted facility and athletic complex needs, planned improvements, and equipment requirements.
- Assists the Director in the preparation of project estimates costs and outside bid specifications. Conducts specification reviews and inspections during project construction; arranges for the procurement and supervision of work by outside contractors.
- Inspects all buildings, equipment, and facilities to affect the maintenance of desired quality and performance. Ensures that program of regular scheduled and year round cleaning is implemented. Develops and maintains performance of preventative maintenance program.
- Prepares proper records of equipment; maintains inventory records of all Parks Division equipment, supplies and tools; maintains a replacement schedule for equipment; and oversees vehicle and equipment maintenance programs.
- Administers requisitions and purchase order procedures for supplies, tools, and equipment.
- Maintains records and documents relating to inspections, plans, grants and related Parks Division activities.
- Prepares project estimates and costs and outside bid specifications. Conducts specification reviews and inspections during project construction; and arranges for the procurement and supervision of work by outside contractors.
- Assists with the preparation of grant applications for park funding projects. Prepares tree grant applications.
- Interprets and administers local, State and Federal regulations, statutes and policies regarding maintenance and use of park and recreation facilities.

ESSENTIAL JOB FUNCTIONS (Continued):

- Designs and administers a safety training program and develops and implements safety procedures for Parks Division custodial and maintenance employees.
- Ensures that safety equipment such as fire extinguishers, smoke detectors, emergency lights, chlorination system and boilers are tested regularly and in proper working condition.
- Oversees the planting, trimming, removal and care of Park and Town trees; and general Park landscaping.
- Supervises and directs overall turf management plan, the proper use of pesticide and herbicide application, and the procedures and use of chemicals for turf maintenance and water treatment.
- Develops and maintains community relations through active involvement in public activities such as committee participation, conducting presentations for various schools and civic groups, and attending community events.
- Provides an ongoing training program; develops and administers a safety-training program for parks division custodial and maintenance employees.
- Develops and implements safety procedures for Parks and Facilities Division.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintains personal professional development in own field of expertise by attending related training seminars and actively participating in professional associations.
- Initiates and keeps records of Parks Division activities (I.E. reports, inspections, etc.)
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of park administration, landscape architecture, horticulture, facilities maintenance and construction or related field of study equivalent to completion of a 4-year college degree and at least 5 years of related experience, or equivalent combination of education and experience. Arborist experience preferred.

Thorough knowledge of the materials, methods and practices essential to the maintenance, construction and administration of parks and recreation facilities as well as the laws and ordinance relating to the care and use of town parks.

Ability to lead, manage, motivate and direct the activities of departmental personnel.

Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and deal courteously with business executives, vendors, associates, employees, internal departments, federal, state, regional and local agencies, community organizations and the general public.

Ability to establish priorities, organize work and develop short term and long range plans.

Presentation and facilitation skills with the ability to successfully communicate ideas and concepts effectively; at various meetings of boards and committees.

Knowledge of budget preparation and finance.

Knowledge of the principles and practices of effective public relations.

Strong oral and written communication skills.

Strong records management and maintenance skills.

Strong computer skills and software knowledge.

Strong interpersonal skills and the ability to maintain confidentiality.

SUPERVISORY RESPONSIBILITIES:

Parks Foreman; all Parks Division personnel (full and part-time) and Subcontractors.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Intermittent periods of strenuous physical exertion, requiring ability to operate hand and power tools, bend and crawl; and lift, carry and position heavy objects utilizing proper body mechanics and techniques.

Frequent and extended periods of outside work, subject to all weather conditions and extremes.

May spend extended periods operating a desktop computer and other office equipment, requiring hand-eye coordination and finger dexterity; and communicating face-to-face and on the telephone.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*** External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Revised: 03/2019