CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Parks Facilities Manager** **UNION:231**
SG:7
DEPARTMENT: **Parks and Recreation – Operations Division** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Professional position which combines supervisory responsibilities with the application of technical knowledge to manage the Structures and Facilities program area for a diverse city park system which includes neighborhood parks, community parks, open space, trails and greenways, historic structures, and cemetery. Establishes goals and objectives, plans, develops, implements and evaluates the maintenance and repair of park structures and facilities including restrooms, playgrounds, spray parks, shelters, buildings and electrical, water/sewer and mechanical systems.

Responsible for the financial, material, and personnel resources to accomplish specialized operation, maintenance and repair functions. Coordinates and manages retail operations and maintenance of Bayview Cemetery. Additional duties include program area budget preparation, supervision of assigned staff, and coordinating small to medium maintenance and capital improvement projects.

SUPERVISORY RELATIONSHIP:

Reports to the Parks Operations Manager. Performs work under general guidance and direction and according to Departmental and City policies, procedures and standards, State and Federal laws, regulations and guidelines. Works under the general direction of the Parks Operations Manager. Plans work and provides direct supervision to Park Specialists, Park Technicians, Park Workers, clerical staff, seasonal park maintenance staff and other staff as assigned. Promotes and supports teamwork with other supervisors and managers within the Parks and Recreation Department and City.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages the Structures and Facilities program areas in the Park Operations Division: plans, coordinates, implements, and supervises a wide variety of maintenance and repair tasks. Develops, recommends and implements a comprehensive facility management plan. Ensures that all facilities and systems are maintained to a high standard.

2. Manages and supervises the Bayview Cemetery Enterprise program including day-to-day operations, retail sales, and coordination of burials or services. Provides quality customer service to the public and clients. Conducts daily financial oversight, monthly financial reconciliations, price structure development, marketing, and acts as the designated Cemetery "Sexton" as defined by RCW 68.56.060 and City policy PAR 08.00.01

3. Oversees grounds maintenance tasks for the cemetery including mowing, trimming, weeding etc. Coordinates with staff from other program areas to complete specialty work such as hazard tree removal, tree pruning, and storm damage cleanup.

4. Effectively hires, trains, supervises, evaluates, and manages performance of assigned staff. Provides coaching and corrective action with staff as appropriate. Reviews and approves timesheets and develops employee work schedules in accordance with program needs and union contract requirements. Establishes systems and methods for training, motivating, and supervising work team and a system of communication/cooperation among staff. Oversees safety training, develops and enforces safety policies and procedures.

5. Assists the Park Operations Manager with preparing the annual and biennial budget. Implements and monitors approved program area budget. Submits budget reports and analysis to Park Operations Manager and advisory boards as requested. Coordinates purchase and delivery of supplies and services; maintains inventory control of park assets. Develops, recommends and implements recommendations for program specific tools, vehicles, and small equipment.

6. Coordinates maintenance and capital improvement projects. Serves as technical resource for facility upgrades and rehabilitation of parks. Works with professional consultants and City specialists to coordinate design, requests for proposal, and contractor selection processes as needed, prepares contracts and ensures implementation of project goals and budgetary requirements; monitors contractor performance during construction and at completion of project for adherence to expectations.

7. Develops program area goals and objectives, organizes and delegates day-to-day operations and special projects. Develops policies, procedures, and best practices for program area. Ensures work standards adhere to regulations, policies, and procedures.

8. Oversees implementation and use of computerized maintenance management system for program area. Manages utilization of maintenance system to track work requests, maintenance records on structures, systems, and facilities, cost effectiveness of servicing, and life cycle costs of facilities, equipment, and mechanical systems. Maintains specialized cemetery/GIS software, all cemetery records and fulfills retention requirements.

9. Serves as security manager for parks lock system, which includes the development and implementation of all keyed entry, and alarmed systems within Bellingham Parks and Recreation.

10. Investigates and responds to all public requests, issues and complaints in a courteous prompt manner. Prepares correspondence and conducts research as needed.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding assigned program area. Keeps current in new developments in the parks and recreation field through professional memberships, attending conferences and networking with professionals.

2. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Current working knowledge of applicable Federal, State and local codes, laws, rules and regulations related to Parks and Recreation, and cemetery operations.
- Current working knowledge of all building trades; carpentry, construction, plumbing, and electrical.
- Fiscal and records management and ability to develop, prepare and implement program budgets.
- Safety hazards, precautions and procedures related to assigned program area.

Skill in:
- Strong management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility and time management.
- Strong oral and written communication and interpersonal skills for working with a diverse population including significant interaction with the public in sometimes adversarial situations. As well as other employees, public officials, vendors and contractors.
- High stress tolerance and advanced ability to manage multiple priorities on a daily basis.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Strong work ethic and strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials and employees.

Ability to:
- Gain a working knowledge of Department operations and procedures, federal, state, and local pertinent regulations.
- Avoid conflicts of interest in use of City resources and personnel.
- Maintain fairness in dealings with staff and citizens.
- Utilize public presentation skills including the ability to present technical material in an understandable manner to citizens, officials, or board members.
- Utilize strong computer skills including word processing, graphic and budgeting software.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Move between work sites, including undeveloped land and project development sites;
  - Occasionally lifts and transports materials up to fifty (50) pounds.
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WORKING ENVIRONMENT:

Work is performed in an office setting and outdoors in the field exposed to the elements and uneven terrain. Travel between facilities, including remote and urban locations required. Occasional travel for training is also required. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Parks and Recreation or related field.
- Minimum of two (2) years of experience coordinating facility maintenance and repairs required.
- Two years of experience supervising maintenance staff required.
- Experience working with operation and maintenance of a cemetery is preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's License and a good driving record. Candidates must submit a three-year driving abstract at the time of hire.
- Employment contingent upon passing a criminal conviction, Child and Adult Abuse records check and local background check.
- Must secure and maintain a valid First Aid and CPR certification within 6 months of hire.
- Must secure and maintain Certified Playground Safety Inspector (CPSI) Certification within 6 months of hire.

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