



ASSISTANT PARK MAINTENANCE MANAGER FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under general supervision of the Park Maintenance Manager, the Assistant Park Maintenance Manager performs duties necessary to manage the daily operations of the Park Maintenance division to ensure the proper operation of the City's public parks, common areas, open spaces, and facilities including Dripping Springs Ranch Park. This position is also responsible for the planning, coordination, scheduling, and supervision of Park Maintenance employees in assigned, regularly scheduled, or special event duties; construction projects; and activities for landscaping, maintenance, and irrigation of City parks, common areas, and facilities. This position is also responsible for ensuring safe, quality parks, open spaces, and making facilities accessible to the public.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides customer service.
2. Assists in the hiring, training, and supervising of all Park Maintenance employees.
3. Serves as support role to fellow Park Maintenance Workers and leads by example.
4. Works with Ranch Park Manager with scheduling Park Maintenance Workers for optimal facility coverage, shift performance, and support during large events.
5. Assists in conducting annual performance reviews for all Park Maintenance employees.
6. Performs daily walk-through duties viewing the parks and facilities with a scrutinizing detailed-oriented lens.
7. Manages all heavy equipment operation safety training and record keeping for staff.
8. Performs general daily maintenance duties and coordinates larger maintenance needs.
9. Is visible and available to assist during department programs and events.
10. Cleans restrooms, common areas, and seating areas, etc., within all parks and facilities.
11. Picks up and disposes of litter and glass.
12. Works in concert and as a team with Ranch Park Manager in all aspects of facility maintenance operations.
13. Reports all issues and concerns to the Park Maintenance Manager.
14. Assists in development of annual maintenance, facilities, and equipment budget.

15. Assists with the oversight of all volunteer work in parks including Hays County Master Naturalists, Hays County Master Gardeners, and Scout projects.
16. Assists with the oversight of the Park Bench and Tree Dedication program.
17. Assists with the oversight of the fleet management for all Parks and Community Services.
18. Maintains certain records and reports as required.
19. Deals tactfully and courteously with the public.
20. Establishes and maintains effective working relationships with other employees, volunteers, park users, and the public.
21. Performs other duties as assigned by the Park Maintenance Manager.

C. KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of landscaping and grounds maintenance techniques.
2. Knowledge of materials, methods, standards, equipment, and tools used in park maintenance.
3. Knowledge of mechanical principles.
4. Skill in the use of hand tools (e.g., rakes, shovels, hammers, pliers, loppers, post hole digger, auger, etc.) and power equipment (e.g., chain saws, weed eater, blowers, power washers, nail guns, mowers, drills, grinders, saws, etc.).
5. Skill in the operation of equipment (e.g., tractor with front end loader, box blade, ATV, etc.).
6. Skill in general construction and plumbing.
7. Skill in making minor facility, tool, and equipment repairs.
8. Skill in providing customer service in a courteous and professional manner.
9. Skill in working safely.
10. Skill in communicating effectively with team members, management, and general public.
11. Ability to work efficiently and independently with minimal supervision.
12. Ability to work in a team environment.

D. SUPERVISION

Works under the general direction of the Park Maintenance Manager. Supervises other Park Maintenance employees.

E. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. High School Diploma or GED required. Bachelor's degree in Parks & Recreation, Physical Education, or related field preferred.
2. Three (3) years of progressively responsible experience in public parks and facilities work, to include one (1) year in a lead or supervisory capacity.
3. Must possess a valid Class C Texas Driver's License, clean driving record, and working vehicle.
4. Standard First Aid and C.P.R. certifications or be able to obtain certifications within six months of employment.
5. At least two (2) of the following industry-related licenses or certifications required, or obtained within one (1) year of hire:
 - Landscape Irrigator (TCEQ)
 - Pesticide Applicator (TDA)
 - Certified Pool Operator (Pool & Hot Tub Alliance)

- Aquatic Facility Operator (NRPA)
 - Certified Park & Recreation Professional (NRPA)
 - Certified Playground Safety Inspector
 - Arborist
6. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
 7. Ability to communicate effectively orally and in writing.
 8. Ability to handle confidential and sensitive information while maintaining confidentiality.

F. TOOLS AND EQUIPMENT USED

Heavy equipment, including but not limited to, front-end loader with box blade/arena drag, and tractor, general maintenance equipment, phone, calculator, computer, printer and related software.

G. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to perform the essential functions if needed.

1. Work is performed in indoor and outdoor settings. Considerable outdoor work is required in the maintenance of all community parks and the Dripping Springs Ranch Park Event Center. Must be able to work outside in all weather conditions and be able to lift a minimum of 80 pounds.
2. While performing the duties of this job, the employee is regularly required to move around the facility to perform functions and assist visitors; communicate effectively, and operate objects, tools, or controls. The employee is often required to climb or balance, stoop, kneel, crouch, or crawl.
3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

I. WORK HOURS

This is a full-time exempt position. Core work hours will be set by the Park Maintenance Manager. This position includes weekend hours, evening and night hours, Holiday hours and during emergencies as assigned year-round and shares the responsibility for staffing the Event Center during these hours with Event Center staff. This is a full-time exempt position and eligible for compensatory time in lieu of overtime, as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any compensatory hours performed must be preapproved by the direct supervisor.

J. SALARY

Pay range is \$55,000 to \$65,000 annually. Salary is commensurate with the position. Pay days are those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

K. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

L. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange accommodation, we encourage you to contact Assistant City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*