



<b>PARKS &amp; RECREATIONS FACILITIES MANAGER</b>		
<b>DEPARTMENT:</b> Parks & Rec	<b>REPORTS TO:</b> Parks & Rec Director	
<b>POSITION TYPE:</b> Full-time	<b>RANGE:</b> \$44,723-\$67,085	<b>FLSA STATUS:</b> Non-Exempt
The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the departments.		

**GENERAL DESCRIPTION:** An employee in this class supervises and participates in a variety of skilled, semi-skilled and manual labor tasks related to the maintenance and repair of parks and recreational facilities, and ball field preparation. The employee supervises part-time staff, makes assignments, determines priorities, and assures maintenance and repairs meet departmental standards. Work varies by season but includes performing various landscaping and horticultural tasks, repairing and maintaining trails, greenways and park and playground equipment and facilities; performing building maintenance tasks including carpentry and plumbing; mowing grass and marking ball fields; and operating equipment. The employee also schedules a variety of seasonal staff to ensure readiness of pool facilities. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases and mists. Work cleaning and repairing restrooms subjects the employee to the OSHA standards on blood borne pathogens. Work is performed under general supervision and is evaluated through regular project updates, direct observation, citizen comments and quality and quantity of work produced.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Oversees daily operations of the community pool. Including cleaning the pool surfaces, testing and balancing the water levels and chemicals under the direction of the Parks Director/CPO, and ensuring required health and safety regulations.
- Manages pool inventory, including chemicals, equipment, concessions and supplies, to ensure uninterrupted operations.
- Supervises seasonal pool staff, including lifeguards and gate attendants, provides weekend supervision of the facility and guests during operating hours, handles conflict and communicates guest concerns or issues to the Park Director.
- Conducts regular inspections and maintenance of the pool facility to ensure cleanliness and safety. Schedules appointments, meet on-site, and/or assist with repairs or maintenance that is needed from an outside source.
- Oversees and manages the concession sales, finalizes daily reports, and transports daily deposits.
- Manages the pool pass system, entering and editing members, updating member photos, and tracking check-ins.
- Coordinates with the Park Director and/or Park Ranger on routine maintenance and repairs for park amenities, including ballfields, playgrounds, picnic areas, trails, and campgrounds.
- Assists with groundskeeping activities, such as mowing, landscaping, building repairs, and waste management.

- Adheres to environmental and safety standards across all park and recreational areas.
- Collaborates with the DCFL Committee, Parks & Recreation Director and other participating administration during the development and construction phases.
- Assists in creating and maintaining a maintenance and operations plan for each completed park phase to ensure a smooth launch and ongoing functionality.
- Manages the hiring and training of new part-time staff as required for the park's operation.
- Assists in maintaining an up-to-date inventory of all department assets, including tools, equipment, and supplies.
- Communicates with the Park Director and obtains purchase approvals to adhere to the annual budget for facility maintenance and improvements.
- Implements cost-saving measures through efficient use of resources.
- Acts as a liaison between other department staff and the Parks & Recreation Director.
- Provides regular reports on facility conditions, ongoing projects, and other department needs.
- Responds promptly to issues raised by the public or other departments and ensure timely resolutions.
- Performs other duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge in swimming pool maintenance. Candidate will be under the supervision of an onsite CPO ( Certified Pool Operator ). Candidate must be willing to obtain CPO certification within 6-months of hire.
- Excellent organizational and leadership abilities.
- Experience in leading staff; including planning and scheduling work, overseeing shifts, mediating conflict, and providing feedback on employee performance.
- Extensive experience in maintenance and repairs.
- Knowledge of trades skills including carpentry, plumbing, masonry, and related maintenance and repair activities.
- Considerable knowledge of the operation of equipment such as tractor, mower, and other equipment operated.
- Exceptional communication and interpersonal skills.
- Utilizing computer technology used for work planning, communication, data gathering and reporting, including email/calendar tools, spreadsheets and word processing tools.
- Managing projects involving multiple locations.
- Considerable knowledge of the work hazards and applicable safety standards associated with facility and parks maintenance and repair.
- Considerable knowledge of cleaning chemicals and pesticide application and ability to obtain necessary State license.
- Considerable knowledge of the operation of equipment such as tractor, mower, and other equipment operated.
- Ability to use chemicals and pesticides properly and in accordance with State rules and regulations.
- Ability to prepare and maintain accurate records and reports.
- Ability to set and follow effective work priorities.

- Ability to communicate effectively orally and in writing.
- Candidate must be willing to have flexible work schedule. Position requires seasonal weekends, evenings, and occasional Holidays.

**PHYSICAL REQUIREMENTS:** Physical work is generally performed in a variety of environments: office, interior operational settings, and multiple outdoor areas, experiencing occasional interruptions and irregularities in the work schedule. Frequent walking, standing, climbing, lifting, stooping, or carrying of equipment and materials may be required. Candidate may be required to lift and carry up to 50 pounds. The candidate will be working with and exposed to certain chemicals such as chlorine, sodium bicarbonate, calcium, algicides, pesticides, types of gasoline, paint, or other possible chemicals related to the job. The candidate will be working in a variety of elements, exposed to outdoor hot and cold temperatures, insects, and plants.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in facility management, recreation, or a similar field is preferred. An associate degree or equal experience amount in a relative field may be considered. 2-5 years of managerial experience preferred.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license in the state of North Carolina. Ability to obtain additional certifications or education as requested.

**CLOSING DATE:** Open Until Filled