

Assistant Parks Manager

XXXX is seeking qualified candidates for the position of Assistant Parks Manager within the Parks Operations Division.

XXXX provides year-round parks, recreation facilities, programs, and services. The Agency oversees the maintenance and operations of approximately 1,000 acres of regional parkland, athletic facilities, aquatic facilities, trails, natural areas, and recreation properties.

The Assistant Parks Manager assists with the oversight of daily parks maintenance and operations activities throughout the regional park system. Responsibilities include staff supervision, crew assignments, athletic field and turf oversight, facility and grounds maintenance, operational coordination, and hands-on maintenance work.

The hiring salary range for this position is \$73,595–\$80,955, depending on qualifications and experience. XXXX offers an excellent benefit package, including health, dental, vision, and defined contribution retirement plan and two voluntary retirement plans

JOB SUMMARY

The Assistant Parks Manager assists with the oversight and coordination of daily operations within the Parks Operations Division, including parks, athletic facilities, aquatic facilities, trails, natural areas, and other XXXX-managed properties. This position supervises maintenance staff and supports athletic field and turf management, facility maintenance, project coordination, operational planning, and hands-on maintenance and repair activities.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s). Further, volunteers, agency directors, managers/supervisors, or other staff are not precluded from performing any of the duties in this job description as management prefers or is operationally needed.

- Assists with daily oversight, coordination, scheduling, and operational support.
- Supervises, trains, assigns work, and evaluates parks operations staff; assumes operational responsibilities in the absence of the Parks Manager.
- Oversees and monitors athletic field preparation, turf management, mowing, landscaping, snow removal, grounds maintenance, and seasonal operational activities.
- Inspects, maintains, repairs, and operates parks, trails, playgrounds, aquatic facilities, buildings, equipment, and other XXXX-managed properties.
- Performs and oversees maintenance and repair work involving plumbing, electrical, carpentry, construction, mechanical systems, and maintenance equipment operation.
- Identifies and helps resolve safety, risk management, and emergency response concerns.
- Coordinates support for programs, rentals, tournaments, events, and community activities.
- Assists with inventory management, equipment maintenance, purchasing, reporting, budget tracking, recordkeeping, and implementation of maintenance standards and safety procedures.

OTHER JOB FUNCTIONS

- Performs related duties as assigned and may be requested to fill in at other locations as needed.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of XXXX.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in a related field is preferred.
- Minimum four (4) years of relevant experience in parks, grounds, athletic field, facility, construction, public works, or related maintenance operations required, including supervisory or crew leadership.
- Experience with general trades work including plumbing, electrical, construction, or mechanical systems is preferred.
- Basic accounting procedures and records management experience required.
- Pennsylvania Certified Pesticide Applicator's License preferred.

SPECIAL REQUIREMENTS

- This is an in-person position whose physical presence on-site is an essential function of the job.
- A valid driver's license is required.
- Employment is contingent upon compliance with the XXXX Child Safety Policy regarding criminal background checks and child abuse clearance.
- Throughout employment, maintain certification in First Aid, CPR, and AED.
- Possess or acquire within five (5) years, a NRPA Maintenance Management School Certificate.
- Possess or acquire within one (1) years, a NRPA Certified Playground Safety Inspector.

KNOWLEDGE OF

- Park maintenance, athletic field, and facility operations.
- Maintenance equipment, tools, and operational procedures.
- Safe handling and application of fertilizers, herbicides, and chemicals for park maintenance.
- Safety practices and techniques.
- The organizational and community structure, including municipal parks.
- MS Office (Word, Excel, PowerPoint, Outlook).

ABILITY TO

- Cooperate and communicate effectively with elected officials, staff, volunteers, and the public.
- Supervise staff, assign work, and maintain operational priorities.
- Interact with a wide, diverse range of individuals professionally and courteously.
- Make recommendations regarding customer service-related issues.
- Take the initiative without direct supervision at times, establish priorities, and meet deadlines.
- Use computers, software, and technologies effectively.
- Operate trucks, tractors, tools, and other equipment used in park maintenance.
- Use new technologies effectively to improve operations.
- Accurately calculate the cost of products and materials.
- Define problems, use good judgment, and deal with a variety of situations.

SKILLED IN

- Oral and written communication.

- Business writing and editing.
- Troubleshooting and problem-solving.
- Critical thinking, reading comprehension, and interpretive skills.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit; climb, or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

- Often must perform repetitive activities (performance of the same physically demanding activity).
- May be exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Work may be performed in awkward or confined spaces (body cramped or uncomfortable).
- Conditions with varying and/or sub-optimal illumination (glare, inadequate lighting, etc.).
- Ability to work while accommodating distractions and other disturbances.
- Ability to work under pressures such as rush jobs, urgent deadlines, etc.
- Ability to prevent or resolve unpleasant social situations such as irate or upset individuals.

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. XXXX is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, XXXX provides reasonable accommodation to qualified individuals with disabilities.