



## Job Description

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**Department:** Parks and Recreation **Classification:** Non-Exempt  
**Job Title:** Parks and Facilities Manager  
**Reports to:** Parks and Recreation Director  
**Date job description last revised:** January 2021

### **GENERAL DESCRIPTION OF DUTIES:**

Oversees immediate and long-term maintenance and improvement of all city-owned facilities, parks, trails and other public areas; operates and maintains complex mechanical and electrical systems. This role includes some hands on responsibility for routine work, large project management, developing and maintaining maintenance schedules, systems and records, supervision of staff, and participation in other areas of Parks and Recreation operations as a member of the overall team. This position is a liaison between city staff and the community in many situations and capacities.

### **ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Department of Parks and Recreation Director. Supervises parks and facilities staff, community volunteers, subcontractors, community organizations and sometimes community service or prison workers.

### **ESSENTIAL DUTIES:**

The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Manages Parks, Trails, Open space and facilities staff and projects
- Maintains, repairs and improves city-owned facilities (structures and mechanical systems), parks and public areas, including compliance with Salida's building maintenance and other applicable regulatory codes. Coordinates and responds to findings of building inspections.
- Manages a department budget.
- Prioritizes city-wide needs; staff routine work and manages projects appropriately.
- Assists with hiring personnel; responsible for overseeing the work of others; sets performance goals, mentors staff, and provides feedback through formal and informal means.
- Takes responsibility for safety conditions in city buildings and grounds; assists with planning and leadership of crew safety and ensures employee safety is a priority at all times.
- Serves on ADA compliance team as a certified ADA coordinator
- Proactively seeks ways to operate and maintain facilities and grounds in the most cost effective manner such as through energy usage practices and the evaluation of operating supplies and service contracts.
- Writes project solicitations working in conjunction with project engineers and city attorneys, as necessary.

- Responsible for ordering materials and supplies within budget allowances and maintains an inventory sufficient to expedite projects.
- Oversees maintenance practices and a variety of projects; evaluates alternatives, prepares or reviews cost estimates, preliminary and final designs, bid documents, and contracts.
- Develops plans for future needs of City infrastructure; assists with long-term capital plans for areas of responsibility.
- Develops efficient and effective methods for record keeping
- Communicates effectively with community members and staff both digitally and face to face.
- Contributes to Department desktop procedures
- Maintains records for tree inventory, playground inspections, labor, gasoline, and snow removal.
- May be required to operate a variety of light and heavy equipment.
- Completes required training and complies with administrative and financial policies and procedures including, but not limited to, safety standards, NIMS, human resources, payroll, purchasing, and budget controls. Attends training sessions and conferences to keep abreast of current technologies and trends.
- Serves as a member of the Departments Leadership Team
- Serves as a member of the emergency response team and is subject to residency requirements as defined in City resolutions and the personnel manual.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Time management and project management skills; ability to self-manage.
- Computer skills including use of GSuite, MS Excel, MS word and email.
- Experience maintaining, troubleshooting and basic repairs of mechanical and electrical systems including, but not limited to, HVAC, fire and security alarms, automated outdoor water systems, plumbing, etc.
- Ability to define problems, collect relevant data, establish facts, and draw valid conclusions.
- Working knowledge of common hazards and safety precautions necessary for building and grounds maintenance.
- Working knowledge of vehicles and equipment used by the department.
- Basic financial acumen, including the ability to perform cost/benefit analyses, consider alternatives and manage project and operating budgets.
- Ability to resolve conflicts and to foster an atmosphere of teamwork, cooperation, accountability and responsibility.
- Ability to establish and maintain effective working relationships with other agencies, contractors and the general public.
- Ability to comprehend and apply the Salida Municipal Code and departmental policies and procedures.

#### **EDUCATION, CERTIFICATIONS AND EXPERIENCE:**

High school education or equivalent completed; five or more years relevant work experience. Valid Colorado driver's license with a good driving record.

#### **ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

While performing the duties of this job, the employee occasionally works in high, precarious or confined places and a variety of outdoor weather conditions. The noise level in the work environment is usually moderate.

Must be able to exert up to 100 pounds of force occasionally and/or up to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs or other parts of the body and to physically maneuver over and/or upon varying terrain, surfaces or physical structures.

Specific sensory requirements include close, distance and peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with arms and hands; speak and hear. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.