



FACILITIES AND GROUNDS MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Facilities and Grounds Manager supervises the day-to-day operations and maintenance of District Facilities. The Manager is responsible for training a staff of Supervisors, Crew Leaders and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Responsible for preparing work schedules for Facilities & Grounds personnel
- Coordinates the work of all Facilities & Grounds personnel, assigns routine projects in the repair and maintenance of District buildings, grounds, athletic fields, recreation play areas and swimming pools
- Coordinates and cooperates with Facilities and Grounds Special Projects Manager and/or Landscape Architect in providing staff needed for special projects
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Supervises the planting, cultivating, pruning and spraying of trees, shrubs, plants and landscape areas and determines appropriate control measures
- Assists other Departmental staff in preparing facilities, fields and other grounds for District use
- Supervises the use and maintenance of a variety of motor vehicles and equipment such as mowers, trucks, tractors, the use of power and hand operated tools
- Responsible for keeping of safety records, training, and implementation of the Injury, Illness and Prevention Program
- Responsible for developing and maintaining department budget
- Ensure completion of paperwork by all Facilities and Grounds new hires
- Purchase supplies, materials, and equipment needed for proper maintenance of District facilities following the District policies
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responds quickly to all safety related issues
- Answers telephone and responds to questions from the public
- “On call” in an emergency situation evenings and weekends
- Responsible for attending all meetings associated with this position
- Assists in the planning of improvements to existing and new parks and features
- Reviews and approves all department credit card transactions

NON-ESSENTIAL JOB FUNCTIONS:

- Ensure informative voice mail outgoing messages (including field rain-out line) are current
- Supervises and performs minor electrical repairs
- Conduct periodic inventories of tools, supplies and keep accurate records



- Negotiation of departmental service contracts for District Administrator approval
- Assists with class, event and meeting set-up
- Prepare and deliver departmental updates to the Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Theories, principles and practices common to Parks and Recreation maintenance, management and services; innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Facilities and Grounds operations; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: swimming pool maintenance, filtration, and circulation; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meeting the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Park Management, Public Administration or related field; five years full-time experience in community, military, or collegiate parks management with a minimum of three years as a supervisor; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

License for pesticide/herbicide spraying recommended.

First Aid, CPR Certification, and Certified Pool Operator/Aquatic Facility Operator certification are strongly recommended.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen, cleaning and pool chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction and maintenance equipment, and equipment used at special events such as generators and amplified instruments.



THE AUBURN AREA RECREATION AND PARK DISTRICT

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Salaried exempt non-union position.

Wage rate range

\$44.20 - \$59.29

Auburn Area Recreation and Park District is an Equal Opportunity Employer.