

## DIRECTOR OF MAINTENANCE AND PROJECT MANAGEMENT

**GENERAL STATEMENT OF DUTIES:** Performs highly responsible duties in the maintenance and construction of park equipment and infrastructure; develops and implements training programs; assists in the development of administrative procedures and policies; works under the direction of the Director; performs related duties as required.

### **STATEMENT OF TASKS:**

Supervises professional and clerical staff involved in the implementation of park maintenance functions and project management processes of the Parks and Recreation Commission;

Renders technical assistance, repair procedures and methods to staff;

Performs maintenance on park facilities vehicles and equipment, as required;

Develops and evaluates annual goals for new assets, replacement or refurbishment of existing assets;

Manages Parks Motor Pool, equipment usage and replacement;

Manages required permits for all projects;

Develops and maintains accurate project cost estimates;

Develops specifications and oversees park construction projects;

Works with contractors, engineers and outside agencies to bring projects to completion;

Designs evaluation and monitoring systems for projects;

Monitors projects upon implementation to assure compliance with grant requirements and project objectives;

Supervises the preparation of annual reports of departmental activities;

Establishes and maintains liaisons with state and federal agencies, County departments and other local commissions and agencies;

Assists with the development of the annual budget and ensures management of the established budget;

Assembles and maintains data files, statistics and other information about the Genesee County Parks system;

Assists in managing park operations as required;

Assists in grant application processes for capital development.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

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

Knowledge of parks and recreation functions and activities;

Knowledge of the general functions of local, state and federal government;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont):**

- Knowledge of public infrastructure (roads, bridges, utilities, water systems, building infrastructure);
- Knowledge of fleet and equipment management;
- Knowledge of Park maintenance and construction principles;
- Ability to perform and complete field maintenance activities;
- Ability to train staff and develop training programs;
- Ability to supervise professional and clerical staff;
- Ability to prepare and present complex oral and written reports;
- Ability to use computers and related software such as spreadsheets, database and word processing;
- Ability to work effectively with government officials, department heads, employees and the public;
- Ability to exercise discretion and judgment in determining effective approaches to a myriad of complex infrastructure and staffing issues;
- Ability to attend work regularly and work under stressful conditions;
- Ability to develop and maintain good working relationships.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree and six (6) years of progressive experience in parks and recreation, planning or other related discipline.

**SPECIAL REQUIREMENTS:**

- Possession of a valid driver's license;
- Must be willing to work holidays, weekends and irregular hours.

  
Human Resources Director

Established: September 25, 2019  
Revised: December 9, 2019  
Revised: November, 23, 2020  
Revised: February 5, 2021  
Revised: April 12, 2021