

## **DIRECTOR OF FACILITIES MANAGEMENT**

**GENERAL STATEMENT OF DUTIES:** Performs highly responsible duties which include maintenance, park properties, railroad, ranger services and park planning; works under the general direction of the Director and supervises staff in the above related areas; performs related duties as required.

### **STATEMENT OF TASKS:**

Assists in the development of the master plan and assures that the master plan and other required planning documents are maintained and updated;  
Develops annual and seasonal work plans for maintenance of facilities and grounds;  
Develops goals and evaluates progress in meeting those goals;  
Develops and maintains an inventory of facilities and equipment;  
Assesses training needs of staff and coordinates training;  
Assists in the development of the annual budget and manages subsequent adopted budget during the fiscal year;  
Provides site supervision of construction projects;  
Assures that periodic field inspections are made and determines final approval of projects to ensure that the projects have been completed in accordance with established specifications;  
Develops and maintains a continuous preventive maintenance program for buildings, grounds and facilities;  
Develops and maintains a program which ensures that the railroad, including cars and right of way, is maintained;  
Supervises the ranger functions in the Parks;  
Develops and administers necessary policies and procedures;  
Ensures that necessary record-keeping systems are established and maintained;  
Ensures that specifications, contract documents and other design criteria are properly prepared for construction projects.

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:**

General knowledge of park planning and development principles;  
General knowledge of park maintenance and construction, including procedures and principles;  
General knowledge of park security and law enforcement within a park system;  
Ability to develop policies and procedures;  
Ability to supervise and train staff;  
General knowledge of purchasing procedures and regulations;  
Ability to develop long term goals and plans and to evaluate programs;  
Ability to communicate clearly and effectively both orally and in writing;  
Ability to prepare and present complex oral and written reports;

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Ability to use computers and related software such as spreadsheets, data base 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 park problems;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Bachelor's degree and four (4) years of experience in parks and recreation, maintenance management, or law enforcement in an administrative capacity, preferably in a parks and recreation setting.

### SPECIAL REQUIREMENTS:

Possession of a valid driver's license;  
Will be required to work weekends, holidays, irregular hours and/or be on call.

Established: August 29, 2000  
Revised: January 28, 2008

  
Human Resources Director