

Greater Vallejo Recreation District Job Description

Classification Title	Parks & Facilities Director
FLSA Status	Exempt
Salary Grade	67
Reports To	General Manager

GENERAL SUMMARY

This position is responsible for planning, organizing, and managing the Parks and Facilities divisions, developing and administering the divisional budget, attending Board meetings, preparing and presenting verbal and written reports, conducting inspections of parks and projects, and direct supervisor of Parks and Facilities Supervisor.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Oversees the development, preservation, and maintenance of District owned and leased buildings, parks, open space, trails, athletic fields, playground equipment, skate/dog park, graffiti removal, visitor and custodial services and landscape maintenance districts.
- Manages and participates in the development and implementation of the strategic action plans for the District and the Parks and Facilities Division. Develops Division goals and incorporate as part of the District's goals and objectives and makes recommendations for the District.
- Monitors the day to day operations to ensure goals and objectives are being met, policies and procedures are being followed, and services are being provided effectively and efficiently. Assesses related community issues. Meets with citizen groups to discuss programs, clarify procedures, and identify needs.
- Prepares, administers, forecasts, and monitors the budget, including submitting budgetary recommendations and anticipating future budgetary needs for staffing, equipment, materials, and supplies. Monitors and approve expenditures and implements adjustments.
- Conducts inspections of parks, facilities and related projects and prepare reports to determine maintenance and structural deficiencies, compliance with fire codes, building codes, safety requirements and adequacy of preventive maintenance programs. Inspects inoperable equipment and determines repair requirements.
- Coordinates Parks and Facilities Division activities with Recreation Division. Works with contractors on park and facility projects and conducts field inspections to check for work-in-progress and completed projects.

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- Plans and monitors a comprehensive multi-year building and park maintenance and component replacement program, including preventive maintenance scheduling. Prepares plans and specifications for deferred maintenance, remodeling, alteration and construction projects and coordinates bidding process.
- Conducts a variety of organizational studies, investigations and operational studies. Recommends and implements modifications to parks maintenance programs, policies, and procedures as appropriate. Prepares and direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials.
- Attends and participates in professional group meetings.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance of an organizational unit (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

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- Position has assigned division and/or GVRD-wide fiscal responsibility. Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division and GVRD goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration or a related technical discipline
- Three (3) to five (5) years' experience supervising parks or grounds for a public sector agency
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), International Society of Arboriculture (ISA) Arborist Certificate, Certified Playground Safety Inspector (CPSI), Certified Pool Operator (CPO), Valid Driver License

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Current theories, principles and operational practices common to the field of public parks and facilities construction, maintenance and repair
- Current materials, methods, tools, equipment used in journey level building trades, such as carpentry, electrical, painting, plumbing and HVAC
- Building, grounds, and facilities repair, renovation and construction techniques

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- Park maintenance techniques such as turf management, irrigation systems, pest management, fertilization, playground and park inspections, tree maintenance and other related park duties
- Principles and practices of employee supervision
- Public sector policy development and implementation and budgeting principles and practices
- Federal, State and local laws, codes and regulations, including ADA and OSHA laws that are pertinent to the management and operation of parks and facilities
- Principles and practices applying to contract development and administration

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Customer service
- Organization and time management

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Oversee and direct the operations, services and activities of the Parks and Facilities Divisions
- Develop and administer division goals, objectives and procedures consistent with the District's mission and strategic plans
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Prepare clear, concise and informative reports, correspondence and other written materials
- Understand, carry out, and issue clear oral and written instruction
- Prepare and administer large and complex budgets
- Establish and maintain effective working relationships with co-workers and others from public agencies and the public

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- Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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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 the essential functions.

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, Exempt level position. General days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. but can vary dependent on need.

TRAVEL

May be required to travel by car to City, County, and State offices on occasion. May also require travel to trainings, conferences, and educational opportunities.

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly

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related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print)_____

Employee Signature:_____ Date:_____

Date created	12/13/2020
Dates revised	2/12/2021