

**VALDOSTA - LOWNDES COUNTY PARKS & RECREATION AUTHORITY  
JOB DESCRIPTION**

**JOB TITLE: FACILITIES AND GROUNDS MANAGER  
PARKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Plans, directs, and manages the service operations, budget and personnel of the parks division; work is performed with considerable independence and latitude to allow professional judgment to be exercised in providing leadership and making decisions. Reports to the Executive Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Manages the operations and direction for the Parks department within the context of strategic goals and objectives.

Develops and maintains policies and regulations pertaining to parks and recreation; ensures compliance with all local, state and federal regulations and laws governing agency activities.

Manages and monitors a variety of operations to ensure success and implementation of division objectives.

Directs personnel and activities related to the operation of the Parks and Maintenance division.

Develops, oversees and assists with the implementation of long-range goals and strategies addressing the need for recreation facilities, and plans for the establishment of the facilities.

Prepares long-range planning and capital improvements.

Knowledge of current federal, state and local laws and regulations affecting the management and operations of sports fields and facilities (including, but not limited to employment, safety and environmental standards, laws and regulations);

Prepares, implements, and administers budgets for areas of responsibility; monitors program purchases for adherence to approved budget guidelines; prepares documentation for RFP's; reviews, analyzes, and makes recommendations for RFP awards.

Attends public meetings (boards, commissions, City Council, neighborhood groups, etc.) and professional conferences as a representative of the agency. Identifies and responds to community concerns consistent with established policies.

Assists the Executive Director in administering and overseeing service contracts, use/management agreements, and other similar documents pertinent to the operation of an authority park system.

Prepares business planning reports, memoranda and correspondence on departmental policies and activities.

Oversees the daily operations of facilities, ensuring compliance with all applicable policies, procedures, regulations and standards of quality and safety.

Supervises the work of subordinate staff and volunteers. Supervisory duties include scheduling; instructing; assigning,

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reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems, and recommending employee discipline, discharge, and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Works with the Special Projects & Safety Manager to take appropriate steps to ensure the safety of all citizens that utilize department property and facilities and take part in any activity offered by VLPRA.

Receives and responds to public/participant inquiries, concerns and complaints in areas of responsibility.

Keeps abreast of trends and issues in public recreation by reading professional publications and attending conferences, workshops, professional meetings, etc.

Makes annual budget recommendations for the Parks Division. Develops plan(s) for purchasing and replacement of capital equipment. Makes recommendations for future SPLOST projects and potential grants opportunities.

Participates in facility and grounds audits and review of security and exit lighting.

Oversees preventative maintenance process on Authority's vehicles and equipment.

Provides hands on assistance as needed with programs and program set ups.

Responsible for overseeing application of facility enhancement/maintenance chemicals (i.e. herbicide, pesticide, fertilizer, etc.) to turf grass in parks and sports complexes.

Implementing year round turf management program for all sports fields.

Supervises construction, repair, and maintenance of recreation/park areas, equipment, and facilities.

Promotes and ensures proper employee training and compliance with Authority safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Responsible for ongoing implementation and updating of the Park's Emergency Plan of Action; Maintenance Manuals, and Operations Staff Safety Training.

Responsible for ensuring that OSHA workplace safety standards are adhered to and applicable OSHA workplace training is provided.

Creates and oversees necessary on the job training programs and offerings.

### **ADDITIONAL JOB FUNCTIONS**

Assists subordinates, other divisions/departments, and other agencies in the planning, set-up and execution of special events; serves on various City / County / community committees as appropriate.

Conducts various research and other special projects as assigned.

Performs related duties as required.

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### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Recreation and Parks Administration, Turfgrass Management, Horticulture, or related field, plus 7 years of progressively responsible upper management level experience in public parks, professional/university sports turf and facilities setting or a related field. Requires category 24 pesticide license or ability to obtain licensure within first six months of employment. Advanced knowledge of agronomy and environmental turfgrass management practices including pest/disease/weed management. Past experience managing 12+ full time employees and numerous part time staff. Certified Sports Field Manager (CSFM) would be a plus. Valid US driver's license is required.

This position will require weekend availability and additional hours may be necessary during peak seasons, and to oversee maintenance projects and onsite special events. The candidate must be able to interact with all levels of management and staff, and have excellent computer skills, including solid experience in working with Microsoft Word and Excel.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort in light work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), and occasionally heavier objects and materials (up to 50 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, computer manuals, budget documents, technical drawings, etc. Requires the ability to prepare reports, records, correspondence, budgets, master plans, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of various ages, educational and cultural backgrounds and in a variety of technical and/or professional languages including personnel, recreation administration, budgeting, facility management / maintenance, construction, public relations, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of geometry, algebra and trigonometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various

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information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office and special machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the division and the Authority as they pertain to the performance of duties of the Manager of Facilities and Grounds. Has thorough knowledge of the organization and of related departments and agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of park/facility management and maintenance, general construction, project management, public relations, public safety, budget administration, grant administration and public administration. Is able to make sound, educated decisions. Has the ability to help plan and develop daily, short and long term goals related to the organization's purposes. Is able to help ensure compliance with all laws and regulations and control the activities of the division through effective supervision. Knows how to apply supervisory concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates, volunteers, co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the terminology used within the field. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills. Knows how to make public presentations. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize and use various financial information necessary in the preparation of the division budget, and knows how to prepare and monitor budgets. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties effectively despite infrequent exposure to temperature/weather extremes, humidity, machinery hazards, dusts, pollen, noise, electric currents, etc. Knows how to react calmly and quickly in emergency situations. Knows how to maintain a good image for the Authority.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

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**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and

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comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs creativity and innovation in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**