

Ponchatoula Area Recreation District #1

Job Description

Director of Facilities

Summary

Responsibilities as the Director of Facilities include planning, organizing, directing, and reviewing all activities of the park's maintenance operations, and building & facility maintenance plans. This position manages, organizes, directs, plans, and coordinates the recreational facilities. Including all facets of maintenance, repairs, renovation, and administration related to parks, and buildings. These items are accomplished in compliance with all applicable regulatory operations, procedural and budget guidelines. The Director of Facilities reports directly to the Director of Operation.

Distinguishing Characteristics

This is supervisory management position with significant field and administrative responsibilities for planning and delivering park services, responding to emergency situations, and supervising personnel as they relate to the maintenance of the park facilities.

The Director of Facilities will:

- Administer the work of park personnel, select assignments, set priorities, train, and evaluate personnel.
- Develop standards of performance for subordinates, work schedules, and make oral and written directives.
- Enforce and promote safety regulations and procedures.
- Establish and maintain cooperative working relationships with employees and the public.
- Prepare routine reports and perform cost analysis.
- Exhibits and practices support management decisions and encourage employee growth & development.
- Commitment to creating and sustaining a pleasant, cooperative, and productive work environment.
- Special project prioritization and recommendations.

The Director of Facilities is responsible for:

- The planning and implementation of preventative, major maintenance, and upkeep of PARD facilities.
- Maintaining daily, weekly, monthly facility inspection reports.

- Facilities maintenance of all PARD-owned fields, communal areas, buildings, and structures as well as their supporting systems such as electrical, mechanical, plumbing, alarms, heat, ventilation, and air conditioning.
- Managerial aspects of the job include the supervision of all in-house facility and maintenance staff, contracted services, and other relevant contractors.
- Coordinating, oversight, and project management of vendors and contractors providing facility maintenance services.
- Responsible for long range planning, budget preparation, project management and overall facilities resource management.
- Supervise Assistant Director of Facilities, Full-time Park Maintenance, Part-time Park Maintenance and Seasonal Staff when applicable.

Essential Duties and Responsibilities

- Develops and implements goals, objectives, policies, and priorities for the division and assigned functional work area in conjunction with Director of Operations.
- Plan, direct, coordinate, supervise and review the work of assigned crews in various locations engaged in parks and landscape, repair, installation, and construction.
- Requires the scheduling of work crew in a fiscally responsible and timely manner. Includes coordination of employee schedules and proper staff to effectively operate the park at a prominent level while providing an elevated level of service to user groups, participants, spectators, and visitors.
- Hires, trains, motivates, and evaluates personnel; disciplines and implements corrective actions, as necessary.
- Oversees all facilities maintenance personnel time and attendance. Performs tasks to establish and maintain employee/payroll records. Duties may include checking and auditing timekeeping records for compliance with established standards and budgets.
- Approves requested time off and tracks accrued, sick, vacation and personal days.
- Supervise, train, instruct and motivate subordinate employees.
- Recommend and enforce workplace and OSHA safety requirements.
- Review and advise subordinates at various phases of work and provide specific support as needed.
- Discuss work progress and ascertain the number of materials, supplies and staffing level needed.
- Prepare budget estimates and other reports.
- Evaluate subordinate's performance and prepare performance evaluation reports.
- Complete and maintain a variety of records and reports.
- Monitor maintenance, repair, and recommend capital improvements including budgets and times.
- Resolve work problems, employee, and any related contractor disputes.
- Determine additional needs such as events, parks and facilities increase; assure continuous support and follow-up.
- Schedule, plan and coordinate staffing levels, equipment and supplies to complete designated tasks within established budget parameters.

- Keep informed of current trends and technology in areas of responsibility and apply to assigned functional areas of responsibility.
- Provide oversight and evaluation of maintenance-related contractor's work and verify work performed and billing for payment of work performed.

Other Key Responsibilities

- Supervise the daily operations and coordinate work activities of the park's public passive and active, recreational, and public areas and facilities.
- Provide technical consultation to PARD1 staff on specific facilities problems.
- Serves as project manager on assigned projects with the direction from the Directors of Operations.
- Conducts regular and thorough inspection of all equipment for condition and to ensure in good working order prior to events and seasons as needed.

Knowledge, Skills, and Abilities

- Dependent upon functional work assignment, considerable knowledge of materials, methods, practices, and equipment used in parks and landscape maintenance and repair activities, and fleet maintenance operations; types and level of maintenance and repair activities performed in a parks and landscape maintenance program,
- Vehicle/equipment maintenance program; occupational hazards and standard safety precautions necessary in the work as outlined in the District's Injury and Illness Prevention Guide as required by the State of Louisiana and OSHA.
- Principles of supervision, training, and performance evaluation; principles and practices of administration, budget, and personnel management; hazards and accepted safety precautions in the construction trades and/or garage operations; and safe driving principles and practices.
- Ability to plan, organize, direct, review and supervise the work of maintenance personnel.
- Evaluate maintenance needs and problems. Identify materials and resources required to solve problems.
- Prepare plans for minor projects and prepare and maintain various records and reports.
- Supervise, train, develop, motivate, and evaluate subordinate employees; communicate clearly and concisely, both orally and in writing.
- Hold subordinates accountable for performance and behavior; build trust and create a positive atmosphere within the department between subordinates and supervisors.
- Follow through on assigned tasks and promises made.
- Establish and maintain effective working relationships with subordinates, peers, supervisors, and the general public.
- Estimate time, materials, and equipment needed to perform maintenance and repair work; make decisions and communicate the decision process and outcomes with subordinates and the management team.
- Establish a monitoring system for work accomplished, plans, goals, and objectives.

- Remain calm in difficult situations, and respond politely and courteously to citizen inquiries and complaints.
- Knowledge of aspects of arboriculture and related practical techniques; familiarity with municipal forestry and landscaping practices; knowledge of horticultural practices.
- Mitigation methods and effects of treatments.
- Methods, materials, and equipment used in building maintenance. Construction industry and construction practices, safe work practices, and building codes.
- Relevant landscape/turf management equipment, personal computer, including software applications such as timekeeping, scheduling, word processing, spreadsheet, and database; various hand and power tools, related equipment, motor vehicle; cell phone; radio; fax and copy machine.

Qualifications

- High school diploma or equivalent and a minimum of four (4) years experience in facilities maintenance.
- Must have a valid Louisiana driver's license.
- Knowledge of recreation facilities, equipment, playing fields, methods, materials, tools, and equipment common to the maintenance trades.
- Must have CPR/First Aid certification, or the ability to obtain within 30 days of hire.

Benefits

- Hourly based on experience.
- Benefits include paid health/ dental insurance, vacation, and sick leave.
- Professional development opportunities.

Please send your resume and application to info@pard1.com.