

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Facilities Management and Parks Director
Department: Parks
Revised : August 2015

Class : Official/Administrator
FLSA : Exempt

This job description supersedes any prior description for the Facilities Management and Parks Director.

GENERAL DESCRIPTION

Highly responsible work in the planning, organizing, managing, and directing the operations of the Facilities Management Department, West End Plaza, and the County's Parks and Recreation Department. Directs the activities of a number of skilled and custodial employees and a large number of full time, part-time, and seasonal professional, technical, paraprofessional, and semi-skilled personnel. Work is performed in accordance with general policies under the direction of the County Manager, but the employee must exercise independent judgment and ingenuity in accomplishing program objectives and in interpreting the needs and desires of the public. Work is reviewed by the County Manager through observation, analysis of reports submitted, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Hires and manages departmental personnel for the Facilities Management Department, West End Plaza, and the Parks and Recreation Department, and the County Garage and its operations; evaluates job performance and completes performance appraisals for staff supervised; and discharges employees as necessary.

Prepares the annual operating budgets for the Facilities Management, including the County Garage, West End Plaza, and the Parks and Recreation Departments; controls approved budgetary expenditures.

Inspects buildings, grounds, and each park location periodically to ensure properly maintained and operated and to identify and follow-up maintenance and repair needs.

Oversees bids from public contractors for building, maintenance, and repair of County-owned property; follows up with progress of contract work.

Approves purchase orders for equipment, tools, supplies, and materials pertinent to the departments.

Manages the West End Plaza and all coordinating events.

Plans, programs, directs, monitors, and controls County Parks and Recreation activities and the use and maintenance of County Parks and Recreation facilities.

Plans and develops County recreation facilities; assists private groups in developing park and recreation facilities for private use.

Prepares federal, state, and private foundation grants requests; solicits funds from civic organizations, industries, and individuals.

Directs and participates in public information programs to clarify understanding of and to help develop park and recreation programs.

Job Title: Facilities Management and Parks Director

Page : 2

Prepares the agenda for monthly Parks and Recreation Commission meetings; informs the Commission of departmental plans, programs, goals and objectives, problems, and solutions.

OTHER JOB FUNCTIONS

Maintains a variety of records; prepares a variety of reports.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the hazards and safety precautions of the work.

Extensive knowledge of the objectives of public recreation, including a thorough understanding of activities which make up a county parks and recreation program.

Thorough knowledge of the facilities and equipment needed in a broad county parks and recreation program, of the proper arrangement of parks and recreation facilities, and of their maintenance.

Thorough knowledge of the materials, methods, practices, and equipment used in building and grounds maintenance and building repair work.

Ability to plan, organize, instruct, and manage labor engaged in building repair/maintenance and grounds maintenance work and other subordinate staff.

Ability to establish and maintain effective working relationships with governmental officials, citizen interest groups, other organizations, departmental employees, and the general public.

Ability to effectively communicate, both orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include both indoor and outdoor activity where the employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Work may include extended periods of time viewing a computer video monitor and operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Engineering, Business or Public Administration, Recreation Administration or relevant area and three years of supervisory experience in the areas of building and grounds maintenance or recreational facilities; or an equivalent combination of education and experience. Must obtain certification as a Recreation Administrator by the State of North Carolina upon employment. A valid driver's license is required.

This job description does not create an employment contract, implied or otherwise.