



**City of Shawnee Job Posting
Manager of Parks and Facilities
Hiring Range: \$69,000 - \$80,000 (DOQ)
Closing Date: June 23rd, 2017**

Position Summary

This senior leadership position is responsible for all aspects of the management of the Parks Maintenance Division. This includes fostering a positive working environment, encouraging high level performance, ensuring the safety of employees and implementing coordinated efforts between divisions of the Parks and Recreation department, other City departments and other agencies in the region. Primary duties include developing, implementing and overseeing the execution of the work plan for the Parks Maintenance division; as well as training, developing and supervising employees. General guidance is provided by the Parks and Recreation Director. This position serves as a member of the Parks and Recreation Department Management Team.

Primary Responsibilities

Supervisory and Employee Development. Directly supervises Park Supervisors who are responsible for Park Technicians. Oversees division staff including recruiting, interviewing, selecting, assigning, training and evaluating the work of employees. Assesses and monitors workload; makes necessary adjustments. Delegates responsibilities to promote efficient operations and develop staff.

Department and Division Goals. Assists in the development and implementation of department goals, objectives and priorities. Responsible for the development and implementation of divisional goals and objectives. Prepares annual work plan.

Oversees Maintenance. Works with Parks Supervisors in the following areas: Parks and Grounds, Athletic Fields, Vehicle and Equipment, Aquatic Facilities and Special Events; to develop regular maintenance schedule and ensures they are being followed. Assists in the determination of work to be done by contract labor and inspects work. Provides technical assistance to subordinates. Prioritizes and directs schedule of work projects and determines equipment, material and personnel needs.

Operational Effectiveness. Develops, monitors and evaluates the effectiveness and efficiency of division programs through Performance Measures and other tools available to the department.

Community Interaction. Oversees the investigation of citizen complaints and responds in person, in writing, by phone or by email to inquiries from general public about the Parks Maintenance division.

Emergency Operations. Directly supervises snow removal and ice control operations for all public parking lots, sidewalks and jogging trails. When needed participates in snow and ice removal efforts. Supports Public Works in ice and snow removal on streets.

Budgeting and Purchasing. Compiles information for and assists in the preparation of the annual division budget. Determines equipment and material needs. Coordinates and monitors the fixed asset inventory for the Parks division. Purchases authorized tools, equipment and materials in accordance with City policies and procedures and as provided for in the annual budget.

Boards, Community Involvement and Interdepartmental Activities. Serves as staff support to the Parks and Recreation Director for the Parks Board. Interacts frequently with the general public, elected officials, civic groups and other governmental agencies.

Safety and Risk Management. Responsible for ensuring the safety of parks and recreation facilities. Prepares divisional safety policies, ensures ample safety training and develops a strong safety culture within the division. Ensures ADA guidelines are met with regard to City parks and facilities. Plans, schedules, coordinates and presents training sessions for employee development.

Project Management. Works in conjunction with the Parks and Recreation Director, Deputy Parks and Recreation Director and Parks Supervisors to plan annual and periodic work programs.

Contracts. Prepares and/or directs the preparation of contract documents. Reviews submitted bids, retains contractors and oversees project construction by site visits and working with contractors.

Position Requirements

- Bachelor's degree in Parks and Recreation, Horticulture, Turf Management, Facilities Management or a closely related field
- Five (5) years' experience in Parks Maintenance or a closely related field; three (3) years Supervisory experience
- Three of these four certifications as agreed upon with the Parks and Recreation Director: Spraying License 3A & 3B, Certified Arborist, National Playground Safety Inspector Certification and/or Aquatic Facility Operator Certification
- Ability to obtain a CDL, Class A or B, within 90 days of employment
- Ability to obtain Work Zone Safety Certification within 90 days of employment

Apply at www.cityofshawnee.org. If reasonable accommodation is necessary, contact Human Resources, Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203. EOE M/F.