

JOB TITLE: PUBLIC PROPERTIES DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the City Administrator.

JOB SUMMARY: Performs supervisory/administrative oversight and direction in: maintenance and upkeep of all public parks, cemeteries, City pool, golf course, recreational and public facilities; City Recreation programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Supervises employees in public properties, cemetery, recreation and golf divisions; recommends hiring and discipline of employees; evaluates, coaches and provides training based on employee work performance; prepares and manages department budget and expenditures; supervises and participates in the following: development of division operational and maintenance policies; maintenance of all public facilities; review of city recreation programs/services for all ages; maintenance/preparation of athletic fields and recreational facilities; develops and implements preventive maintenance programs for equipment and facilities; coordinates with Water/Wastewater Superintendent in preventive maintenance programs for pool equipment/facilities; regular and reliable attendance; other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Attends Mayor and City Council, Park & Recreation Board, Cemetery Board, departmental, staff and other meetings; prepares reports for City Administrator on department projects/activities; directs procurement of supplies; works closely with the public in addressing concerns for all divisions.

SKILLS/ABILITIES: Good oral and written communication skills to effectively communicate on a daily basis with the public, employees, and other city departments; high degree of organization skills to effectively administer City maintenance and recreation programs; thorough knowledge of turf and groundcovers, their establishment and maintenance and proper use; ability to: plan, schedule, instruct and supervise work of employees; work in adverse weather conditions; lift 50 lbs.; lift and empty trash containers; carry, push and pull a variety of tools, equipment and materials; stand, walk, climb, balance, stoop, kneel, reach, bend, and work in a crouched position for extended periods of time; operate a 10 lb. weed trimmer for extended periods of time; inspect equipment to insure that it is safe and in proper working condition; available to work evenings and weekends.

MINIMUM REQUIREMENTS: Graduation from high school or equivalent; five (5) years of progressively responsible experience in the public facilities and/or recreation field, three years of which involve supervisory experience; completion of formal training in recreation or related field desired; two years experience with various computer programs and functions; any equivalent combination of experience and training; possession of a valid driver's license.

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