



City of St. Robert, Missouri  
194 Eastlawn Ave., Suite A  
St. Robert, Missouri 65584  
[www.saintrobert.com](http://www.saintrobert.com)

## **Job Description**

### **Park Facilities Lead**

**Position Open Date:** 02/12/2018

**Position Close Date:** Until filled

**Classification:** Full-Time

**FLSA Status:** Non-Exempt

**Number of Positions:** 1

Please submit a resume and a City of Saint Robert application which can be printed from [www.saintrobert.com](http://www.saintrobert.com). Resumes and application may be uploaded on-line at [www.saintrobert.com](http://www.saintrobert.com), mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to [hr@saintrobert.com](mailto:hr@saintrobert.com) or faxed to (636) 216-3368. Please visit [www.saintrobert.com](http://www.saintrobert.com) for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at [hr@saintrobert.com](mailto:hr@saintrobert.com). The City of St. Robert is an equal opportunity employer. The City of St. Robert is an equal opportunity employer.

#### **GENERAL PURPOSE OF POSITION:**

This position is responsible for City park facilities, equipment and grounds, and exercises general and technical supervision over Parks and Grounds Department personnel. Coordinate schedules and log all maintenance and repairs of park facilities, buildings, equipment and grounds which are part of the City park system.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **Administration and Supervision**

- Coordinate the organization, staffing, and operational activities for the recreational programs and activities that provide a varied and complete program of leisure services that meet the needs of the community including special events, aquatics, playgrounds, facility scheduling and recreation facilities maintenance and operations.
- Supervise the Skate Park, Aquatic center, Community center and other supporting facilities, insures facilities are in good operating condition; coordinates arrangements for group use of facilities; verifies reservations of park facilities; collects money daily and prepares or supervises accounting records.
- Coordinate, and review the work plan for providing recreation services and activities; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow and follow up, ensuring tasks are completed.
- Monitor expenditures under the current budget.
- Maintain records, prepare reports and promotional materials.
- Prepare requests for bids; compile price quotations; purchase necessary equipment and supplies.

- Resolve routine problems or complaints regarding recreational services or programs.
- Maintain inventories of equipment and supplies.
- Coordinate city sponsored recreational special events and community organization events.
- Prepare articles for the City's newsletter on behalf of the department.
- Fill in as needed for the Park Facilities Clerk.

### **Maintenance and Repair Operations**

- Develop and manage an ongoing preventive maintenance plan for city parks facilities, equipment and grounds.
- Direct the cleaning and maintenance of park facilities, buildings, grounds, and playground equipment.
- Coordinate warranty work of equipment.
- Assist in the Park maintenance to include, mowing grass, weed eating, and spraying for weeds

### **Performs other duties as directed**

### **JOB CONTEXT:**

The Park Facilities Lead is a full-time, permanent position in the Parks Department. The immediate supervisor for this position is the Interim City Administrator. The person in this position is supervised weekly, primarily for reporting purposes. The normal work days for this position is Monday through Friday, however, May through September which is the outdoor aquatic season; the person in this position will work into the evening, Saturday and Sunday with days off during the week. The person in this position will work at night during City of St. Robert sponsored community events or programs. There is no shift work associated with this position. The person in this position is always on call. 40% of the work done in this position is done indoors; 60% is done outdoors in all types of weather conditions. The Park Facilities Lead is accountable for the fiscal, safety, and legal issues for which this position is responsible.

There is exposure to chemicals and/or hazardous materials in this position such as cleaners, pesticides, herbicides, petroleum products, and pool chemicals on a regular basis. The stress level associated with this position is moderately high. Physical work consists of, but is not limited to, driving equipment, climbing in, out, and under vehicles, carrying objects, standing for long periods of time, sitting for long periods of time, stooping or bending over, and reaching up and out.

### **LICENSES AND CERTIFICATIONS:**

- The person in this position must have and maintain a valid Missouri Driver's License.

The person in this position must obtain the following:

- American Red Cross Lifeguard within twelve months of employment.
- American Red Cross Water Safety Instructor's (WSI) Certification within twelve months of employment.
- CPR and First Aid Certification within three months of employment.
- Certified Playground Safety Inspector (CPSI) Certification within twelve months of employment.
- Aquatic Facility Operator (AFO) within twelve months of employment.

### **EDUCATION AND EXPERIENCE:**

- Minimum of two (2) years supervisory experience and three (3) years experience in facilities scheduling, facility maintenance, equipment maintenance, grounds maintenance, and facilities planning, or
- Graduation from college with a bachelor's degree in Parks and Recreation Management or equivalent field is desirable.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge**

- Operational characteristics, services, and activities of a municipal recreation program.
- Basic principles of budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Knowledge of preventive and corrective maintenance procedures.
- Knowledge of City personnel procedures and policies.
- Knowledge of vehicle maintenance safety principles.
- Procedures to properly maintain vehicles and equipment in safe, good work order.
- Age appropriate recreational activities.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping and reporting.
- Techniques used in public relations.
- Safe driving principles and practices.
- Proper grammar and the use of English in speaking and writing.
- Computer operations and applications, including word processing and spreadsheets.
- OSHA standards and regulations concerning employee safety.
- Mathematical skills, including addition, subtraction, division, and multiplication
- Knowledge of purchasing procedures.

### **Skills and Abilities**

- Select, supervise, train, and evaluate seasonal and full-time department personnel.
- Organize and implement recreation programs suited to the changing needs of the community.
- Solicit community and organizational support for recreation programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, and regulations pertaining to the use of facilities, grounds and park equipment.
- Prepare and maintain accurate and complete records.
- Research, collect, compile, and analyze information and statistical data.
- Monitor and develop recommendations for budget preparation.
- Respond to requests and inquiries from the general public.
- Establish, maintain, and foster positive and harmonious working relationships with the general public, other City departments and public organizations.
- Ability to recognize a problem and develop a solution.
- Communicate effectively with customers and other city employees, both oral and written.

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.