

## FACILITIES DIVISION MANAGER

**Department:** Public Works  
**Division:** Parks  
**Reports to:** Public Works Director

**Classification/Grade:** M-3  
**FLSA Status:** Exempt  
**Date Approved:** \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under general supervision of the Public Works Director, supervises plans and coordinates the activities and operations of the grounds maintenance of City properties, including the Pioneer Park ball fields, City parks, museum, cemetery, airport, justice facility and all other City facilities as assigned. Perform related duties as required.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Lead, plan, train and review the work of staff responsible for providing maintenance and repair services relating to City facilities and parks.
3. Budget preparation and management for parks and facilities division.
4. Supervise grounds, facilities and recreation employees, including involvement in the granting of leaves, annual reviews, etc.
5. Perform and oversee training and purchasing for division.
6. Develop and monitor contracts, bid documents, and specifications for park construction projects.
7. Assign tasks for parks crews and facilities crews.
8. Perform and oversee operation of grounds equipment and tools in mowing, watering, hoeing, weeding, spraying, planting, pruning, raking, etc.
9. Perform maintenance and repair of grounds equipment.
10. Design, install and maintain irrigation equipment.
11. Responsible for the maintenance of all city facilities.
12. Perform and oversee any upgrading or remodeling of city facilities.
13. Supervises the maintenance of records and reports on work performed.
14. Coordinate maintenance and construction activities with other City departments and outside agencies.
15. Respond to citizen complaints and questions.
16. Prepare reports and maintain records.
17. Participate in the development and administration of several work program budgets; forecast additional funds needed for staffing, equipment, materials, and supplies.
18. Coordinate work with other City departments.
19. Received and investigates major emergency calls.
20. Show continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
21. Instruct division personnel in proper use of equipment and safety rules and enforce safety measures.
22. Select, supervise, train and evaluate subordinates.

23. Be dependable and meet acceptable attendance requirements at all times.
24. Follow all applicable safety rules and regulations.

**OTHER JOB FUNCTIONS:**

- A. Acts as Public Works Director in his absence.
- B. Perform other related duties as assigned.

**QUALIFICATIONS:**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

**Knowledge of:**

- Principles and practices of park and facilities management, maintenance and construction.
- Modern methods, materials, equipment and tools used in the construction and maintenance of park and recreation facilities.
- Methods and techniques of equipment operation and maintenance.
- Plant pests and diseases and methods of their control and eradication.
- Principles of supervising, training and performance evaluations.
- Laws, rules, regulations and ordinances related to the maintenance of park facilities.
- Pertinent local, state and federal rules, regulations and laws, including OSHA.
- Principles and practices of administration, budget and personnel management.
- Safe handling and use of fungicides, pesticides, herbicides, and related chemical used in park maintenance, including applicable laws and regulations.
- Common practices, methods, and maintenance used in gardening and horticultural work.

**Ability to:**

- Lead, organize and supervise the work of assigned staff in the area of work assigned.
- Supervise the work of subordinate park and facility maintenance personnel and provide assistance as necessary to obtain effective results.
- Design and construct new facilities and upgrades to existing facilities.
- Promote and develop future parks facilities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Develop and conduct effective training and safety programs.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Work non-standard hours such as evenings, weekends and holidays.

**Special Requirements**

Residency Requirement: Must be able to respond within 20 minutes from residence.

**Experience, Education & Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. Bachelor's degree from an accredited college or university with major work in horticulture, park management or related field preferred.

Experience: Five years experience in landscaping and facility maintenance.

Training: Classes as required to perform job.

License or Certificate Requires pesticide and herbicide use certification and must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Work is primarily performed outside; at parks, cemetery and rodeo grounds, in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive noise and vibration.

**Physical Requirements:**

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required.

Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Weekend, holiday and evening work is required.

**Job Hazard/Risk Factors:**

Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, working in and around lawn mowers and grounds equipment, hazardous gases, fumes, paint, chemicals and pesticides.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002  
August 2005  
May 2007  
July 2008