

CITY OF CHICKASHA

OCCUPATIONAL TITLE: Parks and Recreation
Director

OCCUPATIONAL CODE: 5139

DEPARTMENT/DIVISION: Parks and Recreation

GENERAL DEFINITION:

This is highly responsible administrative work in directing the activities of a staff of employees engaged in the operation of recreational activities, maintenance and improvement of the City's public parks and grounds.

The employee in this class is responsible for planning and directing the operation, maintenance, repair, and construction of City recreational activities, park facilities, and public grounds. The employee will coordinate all sports programs, schedule facility use, schedule recreational staff, and coordinate tournament play. The employee is responsible for overseeing landscape planting; lawn maintenance; control of plant diseases and insect pests; the care of trees and shrubbery; and the maintenance, repair and construction of athletic fields, playgrounds, and building facilities in all City parks. The employee is responsible for supervising department employees and directing daily operations. This work requires that the incumbent maintain liaison with various local, state and other government agencies, sports leagues, parent organizations and the general public. The work is performed under the general managerial direction of the City Manager who reviews the work through evaluation of reports and results, analysis of complaints, and personal conferences.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

1. Plan, direct, and coordinate, the recreational activities provided for the public at all City parks, grounds, sports complexes and swimming pool facilities;
2. Plan, assign, and supervise maintenance and construction activities on all assigned public lands and maintain grounds and facilities that are clean, and appealing to the public;
3. Work with various organizations to secure grants that promote recreational activities;
4. Supervise assigned employees at various locations in their performance of regular and specialized maintenance operations;
5. Ensure employees are properly trained in the use of maintenance equipment and in the proper application of standard building or maintenance/repair methods and techniques;
6. Supervise the mowing, care and maintenance of all public rights-of-way, city-owned lots, parks and lawn areas for various public facilities, and supervise insect spraying and herbicide applications;
7. Periodically inspect park facilities to ensure proper care and appearance in order to promote a positive image of City facilities to the public;
8. Prepare annual budgets for submission to the City Manager and manage the current budget in an efficient and effective manner;

9. Prepare special reports for the City Manager and keep the City Manager informed of current activities and concerns;
10. Coordinate the use of public facilities through scheduling of games, tournaments, and events.
11. Promote and maintain cooperative relationships with the general public and sports leagues and encourage their participation;
12. Respond to public inquiries and resolve complaints, serve as a liaison between the City and the public and represent the city in a positive manner;
13. Identify and evaluate current and future needs, establish priorities, develop short and long term plans and implement strategies for services that support the mission and vision;
14. Inspect work to verify that all phases are completed in a timely and efficient manner;
15. Keep payroll and other required records for all assigned employees;
16. Oversee the daily operations and maintenance of the municipal swimming pool;
17. Ensure that equipment is kept in proper operating condition, and have equipment serviced and/or repaired as needed or in accordance with preventative maintenance schedules;
18. Provide for the proper safety protection of work crews and ensure that all subordinates maintain an awareness of proper safety procedures and guidelines, and apply these in performing daily activities and tasks;
19. Do any and all other functions that may be required by the City Manager or other appropriate supervisors.

MINIMUM QUALIFICATIONS:

1. Knowledge equivalent to a Bachelors degree in a related field; and such training and/or experience as would provide the applicant with the below referenced knowledge, skills, and abilities;
2. At least Four (4) years of experience in progressively responsible recreational facility operation and parks and grounds maintenance work (at least two (2) of which shall have been in a supervisory capacity);
3. Considerable knowledge of the occupational hazards involved and the precautions necessary to safely conduct parks and grounds maintenance operations;
4. Considerable knowledge of parks and grounds maintenance, construction operations, material needs, and human resource requirements;
5. Good knowledge of the methods and techniques used to supervise and motivate labor and train workers;
6. Good knowledge of plant diseases and pests, and of the chemicals and methods used in controlling them;
7. Considerable ability to plan, assign, and review the work of a group of employees performing various custodial, maintenance, repair, customer service and construction tasks;
8. Ability to plan, organize and supervise operations, and a group of subordinate workers in a manner conducive to full performance and high morale;
9. Ability to evaluate work performed and make sound recommendations relating to the need for improvement in employee performance and proper methods for carrying out such improvements;
10. Ability to travel locally and out of town to conduct site visits and attend conferences and seminars;

11. Ability to communicate clearly and distinctly in English by telephone, radio, in person and in written form.
12. Ability to use a computer and utilize common commercially available software;
13. Ability to understand written and oral directions;
14. Ability to make timely and satisfactory decisions, recognize established precedents and practices, and to use resourcefulness in meeting new or unanticipated problems;
15. Ability to establish and maintain effective working relationships with peers, subordinates, and the general public;
16. Ability to set a positive example and maintain a position of very high integrity;
17. Ability and willingness to assume responsibility for work performed by self and others;
18. Skill in accurately recording and organizing information;
19. Ability to solve problems independently take initiative and show good judgment;
20. Must possess and maintain a valid Oklahoma vehicle operators license (Commercial Drivers license preferred), and be insurable;
21. Must pass a work related pre-employment physical examination and drug test;
22. Ability to obtain the appropriate certification from the State Department of Agriculture for the purchasing and application of herbicides.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Some exposure to unpleasant citizens, must be able to handle tactfully;
2. Subject to abnormal daily stress;
3. Some duties are performed indoors, subject to sitting, standing, climbing and descending stairs, walking, or using a telephone for extended periods of time;
4. Some work is performed outdoors exposed to heat, cold, humidity, snow, rain, and various weather conditions;
5. While on a job site, may be exposed to injury from moving equipment, insect bites, poisonous plants, flying objects, slippery surfaces, hazardous materials, and traffic;
6. Must have the strength to pull, lift, and push 50 pound objects on a frequent basis and up to 100 pounds (like a bag of cement) on an infrequent basis;
7. Physical strength and agility sufficient to perform routine or heavy manual tasks, when necessary;
8. Must have flexibility to bend, twist, reach; mobility to climb, crawl, walk; dexterity to operate machinery and tools on uneven surfaces, etc.; and stamina to exert oneself throughout the day in all weather conditions;
9. Must have skill in foot/hand/eye coordination to use miscellaneous office equipment, hand and power tools, machinery, operate vehicle, etc., as required;
10. Must be willing to perform some duties described in this job description under adverse weather conditions, including extreme heat and inclement weather;
11. Must be mentally and physically prepared for unforeseen emergencies at all times;
12. Must be willing to work on twenty-four hour "on call" schedule during peak periods or emergencies;
13. Vision required to conduct site visits, inspect work, to read and review written correspondence, reports, statistical and technical information, maps, etc.;
14. Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person, within the confinement of a semi-noisy environment;
15. High degree of concentration is required to fulfill essential job duties.

SUPERVISION:

This employee performs under the direct supervision of the City Manager.

EEO Class: Officials and Administrators (OA/7999)

FLSA Status: exempt

Grade: M-14

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this job description. Any essential function or requirement of this class will be evaluated as necessary, should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Chickasha or myself may terminate my employment relationship at any time.

Employee

Date

The City of Chickasha, Oklahoma, is an Equal Opportunity Employer.