



Job Title: Public Properties Director
Department: Public Works – Pub Properties
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 10/15/19 (Council Approval)

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 Job Functions

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.

Knowledge, Abilities and Skills

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.

Education and Experience

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.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*