

JOB TITLE: PARKS FACILITIES MANAGER

River Parks Authority, Tulsa OK

Under administrative direction is responsible for planning, administration, operational, and maintenance management work in directing the facilities providing recreational features along the Arkansas River; and performs other related assigned duties.

ESSENTIAL TASKS:

- Directs and administers river division maintenance, operations, and programming activities.
- Plans, coordinates, and establishes standards for the maintenance, repairs and improvements of park facilities and amenities.
- Develops and implements plans for the efficient utilization of personnel, equipment, services, and materials and provides information on resource use and work accomplishments.
- Participates in the planning, development and implementation of a capital maintenance and improvements program and the planning, development and review of park facilities.
- Prepares and monitors the budget for division personnel, maintenance, materials, and equipment.
- Directs the coordination of division activities with other departments, divisions, and various individuals and groups, both public and private.
- Prepares and presents proposals to the Board of Trustees, City Council, County Commissioners, and City staff.
- Interacts with various organizations to develop and expand partnerships and alliances to enhance resources, programming, and operations.
- Develops and implements plans for the efficient utilization of personnel, equipment, services, and materials, providing information on resource use and work accomplishments.
- Manages resources to inspect and determine necessary maintenance or repairs to facilities and notifies/advises the appropriate personnel.
- Monitors contracts and project scheduling for staff and contract providers to ensure adherence to specifications.
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park and recreation or natural resource management, public administration, architecture, engineering or a closely related field and ten (10) years of progressively responsible experience in the development, operation, and maintenance of park and recreation facilities, amenities and grounds or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of principles and practices of park management and maintenance used in the operation, maintenance and repair of buildings; considerable knowledge of the facilities and equipment used in the construction, maintenance and operation of a park and recreation system; considerable knowledge of public administration, including budget preparation and control, purchasing and personnel management; considerable knowledge of principles and practices of horticultural, forestry and turf management activities; considerable knowledge of standard safety principles, practices and procedures, including OSHA requirements for utilities and construction functions related to grounds maintenance and recreation facilities; good knowledge of building codes as applied to all aspects of park and recreation facilities; good knowledge of building construction, site work and the common practices of construction; good knowledge of electrical, plumbing and mechanical systems; and good knowledge of construction and maintenance contracts. Ability to plan, direct and coordinate a wide variety of maintenance activities and personnel involved with a comprehensive parks and recreation program; ability to evaluate and present programs, establish goals and make effective recommendations for continuing improvements of programs and facilities; ability to read and interpret engineering plans and specifications; ability to speak effectively at a variety of functions; and the ability to utilize the highest level

of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Collaboration and teamwork will be key to the success of this position, working alongside multiple government agencies with high levels of vision and oversight.

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of Certified Park and Recreation Professional (CRPR) or Certified Park and Recreation Executive (CPRE) and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is evenly mixed between indoors and outdoors, and in inclement weather, and may be subject to varying schedules to attend meetings and monitor work. This position will be required to be "On Call" for 24-hour monitoring of river park operations.

Expected Hiring date: January 2, 2024

Compensation: TBD based on work history, skills, and ability

Interested applicants should send their resume to Jeff Edwards, Executive Director of the River Parks Authority, via email to jedwards@riverparks.org . Applicants will be contacted following a review period for interview procedures.