

CLASS SPECIFICATION FOR
Parks Services Manager

GENERAL STATEMENT OF DUTIES: Plans, organizes and manages the activities of the construction/maintenance section of the Division of Recreation and Parks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee is directly responsible for all construction and maintenance work performed in County parks and recreational facilities. The incumbent plans, manages, coordinates and monitors construction, maintenance, renovation, remodeling, and repair of recreational and park facilities and directs the work of Maintenance Superintendents in completing section goals and assignments. Work is performed under the general supervision of the Director of Recreation and Parks.

EXAMPLES OF WORK (illustrative only):

- Establishes long-/short-range goals for the maintenance section, evaluating personnel, equipment, facility, and budget needs;
- Analyzes, prepares, and administers maintenance operational and Capital Improvement Project budgets;
- Coordinates maintenance operations with other County agencies and schools;
- Develops and evaluates section reporting systems;
- Analyzes staffing needs, hires, evaluates and disciplines personnel;
- Formulates training programs and ensures effective safety program;
- Assigns work to supervisors, pointing out unusual conditions or difficulties that may be experienced and ensuring that sufficient materials are on hand;
- Advises the supervisors of improvements that should be made in increasing the work effectiveness of the crews;
- Supervises a warehouse and/or yard in which maintenance equipment and supplies are stored;
- Recommends replacement of equipment, giving specifications for new equipment;
- Keeps records and prepares reports;
- Hears citizen and inter-departmental complaints and suggests remedies;
- Coordinates three or more maintenance districts, supply functions, trades, and custodial crews;
- Meets with contractors and draws up specifications for special contractual work;
- Assigns crews to cover emergency situations;
- Represents department for public speaking engagements when requested or upon request of division head;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the methods, practices, tools, and materials used in building maintenance and repair work; considerable knowledge of the methods, practices, tools, and materials of the major building trades; knowledge of the requirements of equipment; considerable knowledge of business methods and practices; ability to coordinate work of alteration, modification, maintenance and repair with the operation of the facility; ability to assign, lay out, and supervise the work of skilled, semi-skilled, and unskilled maintenance workers; ability to work from complicated drawings, blueprints, and specifications; ability to make accurate estimates of labor and material requirements for buildings and grounds upkeep, repair, and maintenance; skill in use of the tools and in operation of machines and equipment used in one or more of the building trades; physical condition that will permit activities including, but not limited to, heavy lifting, driving, and working under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree and four (4) years of buildings and grounds, trades and/or construction experience in a supervisory capacity; OR, completion of high school plus eight (8) years of buildings and grounds, trades and/or construction experience, including four (4) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: May require possession of a valid Commercial driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position.