



JOB DESCRIPTION

Title: Public Properties Director

Department: Public Properties

Reports to: City Administrator

Pay Grade: 77

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date: 1993

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Plan, direct, and supervise the construction, repair, and/or maintenance at City parks, facilities, or grounds. Oversee the Public Properties Department budget.

Essential Functions:

1. Plan, prioritize, and schedule employees' work assignments. Conduct on-site inspections, review work, and resolve problems. Perform functions of supervisor that include interviewing prospective employees, conducting performance evaluations, providing employee training, making salary recommendations, and handling disciplinary actions.
2. Prepare Department budget and monitor expenditures. Determine budget requirements, equipment, and vehicle replacement and calculate costs.
3. Prepare specifications for vehicle and equipment purchases, analyze bids, ensure vendor compliance with specifications, and recommend bid acceptance. Purchase commodities and equipment. Seek quotes and prepare purchase orders.
4. Visit sites and visually inspect work in progress, coordinate contractor's work with public use of facilities.
5. Plan, coordinate, and supervise snow and ice removal from parking lots and sidewalks at City facilities including the bike trail.
6. Monitor equipment maintenance and repair schedule. Monitor vehicle replacement system. Coordinate contracted repairs. Analyze repairs and downtime for future purchases. Assist crews in troubleshooting.

7. Direct field operations during major emergencies such as storms, floods, and other natural disasters.
8. Work with other departments and outside agencies and groups in planning and coordinating special events and projects of overlapping responsibility.
9. Establish priorities and schedule mowing, fertilization, pesticide applications, and other turf maintenance practices. Keep abreast of new and existing strategies and products.
10. Administer contracts for mowing medians, parks, and facilities; chemical applications; aeration and seeding and snow removal. Responsible for project startup, day-to-day progress, and completion in a timely manner.
11. Plan, coordinate, and supervise trash removal and litter pick-up at all park sites. Assess usage and accumulation at each site and developing schedules.
12. Keep records and educate employees on safety.
13. Plan, coordinate, and supervise all day-to-day maintenance and repair of park facilities, amenities, and signage. Develop maintenance schedules, including cleaning, painting, repair, replacement, and safety inspections.
14. Plan and supervise spring start-up and season-long maintenance of aquatic facilities. Coordinate pool painting and preparation; chlorinator maintenance and repair; automated chemical controller operation, maintenance, and repair; pool cleaning; maintenance of concession equipment and office air conditioning; maintenance of the overall aquatics physical plant including pumps, slides, diving boards, guard stands, buildings, restrooms, and showers.
15. Plan and coordinate bike/hike trail maintenance including monthly safety inspections, bridge placement and repair, bank stabilization, signage, and general maintenance. Write specifications and administer contract for yearly trail installation and overlay program.
16. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future electrical methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
17. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
18. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.

19. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
 20. Attend professional development conferences, seminars, and classes.
 21. Attend staff meetings and City Council meetings as required.
 22. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
 23. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 24. Keep confidential information confidential.
 25. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
 26. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 27. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 28. Perform other work which is consistent with the essential functions of the job.
 29. Perform other duties as assigned.
-

Education and Special License(s)/Certifications:

Basic education with additional courses or training in park facilities repair, maintenance, and construction, irrigation, electrical, plumbing, aquatic facilities, fountains, turf care and maintenance, landscaping horticulture, or additional equivalent experience.

Requires a valid Class A or B commercial driver's license with air brake endorsements.

Must maintain an insurable driving record.

Possession of pesticide applicators license category 3A and 3B, or must obtain within 6 months from date of hire or promotion into position.

Must have or obtain the Playground Safety Certification and Aquatics Operations Certification within 1 year from date of hire or promotion into position.

Experience:

Four (4) years of increasingly responsible experience in park operations and maintenance, or an equivalent level of experience. Experience includes two (2) years in a supervisory or lead position.

Skills:

1. Good oral and written communications skills.
 2. Basic math and accounting skills.
 3. Manual dexterity.
 4. Basic drafting skills.
 5. Analytical and organizational skills.
 6. Personal computer skills.
-

Mental Requirements:

1. Ability to read and comprehend City, state, and federal regulations.
 2. Ability to work on or supervise several projects at once.
 3. Ability to work under distracting conditions.
 4. Ability to prioritize work.
 5. Mechanical aptitude.
 6. Ability to read and understand site plans and blueprints.
 7. Ability to analyze safety situations.
 8. Ability to train and guide others.
 9. Ability to comprehend confidential information.
 10. Ability to analyze complex problems, develop and implement solutions.
-

Physical Requirements:

1. Ability to make and receive phone calls.
 2. Ability to lift 100 pounds and transport 20 feet.
 3. Ability to travel and tour City facilities in adverse conditions to include but not limited to construction sites, outdoor sites, remote sites, interior and exterior building inspections
 4. Ability to traverse rough terrain.
 5. Exposure to extreme environmental conditions.
 6. Ability to operate power and hand tools.
 7. Data entry skills.
 8. Ability to operate motorized City vehicles and equipment.
-

Supervisory Responsibility (Direct and Indirect):

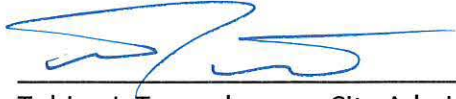
Direct Facilities Maintenance Mechanic
 Parks Maintenance Worker

Indirect

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date