

# CARMEL CLAY BOARD OF PARKS & RECREATION

## POSITION DESCRIPTION

Apply at [www.carmelclayparks.com](http://www.carmelclayparks.com)

**POSITION TITLE:** FACILITY MAINTENANCE MANAGER  
**DIVISION:** PARKS & RECREATION  
**REPORTS TO:** MONON COMMUNITY CENTER ASSISTANT DIRECTOR  
**FLSA STATUS:** EXEMPT

### **Organization Information**

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the 146,000 SF Monon Community Center and The Waterpark. For more information, visit [carmelclayparks.com](http://carmelclayparks.com).

### **Purpose of Position:**

The purpose of this position is to administer the maintenance, improvement and physical-plant operations of park grounds and recreation facilities to ensure a clean and safe environment for the enjoyment of our community and customers.

### **Essential Job Functions:**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Establish and implement preventative maintenance procedures; coordinates maintenance activities.
- Recruit, hire, train, schedule, supervise, discipline and evaluate staff in assigned area, including full-time, part-time and seasonal employees and volunteers; provides information, advice and expertise.
- Coordinate daily work activities; organize and prioritize workload of maintenance staff; make work assignments; monitor status of work in progress; inspect completed work; troubleshoot problem situations.
- Supervise and perform various manual work tasks associated with the repair and maintenance of park grounds, recreation facilities and equipment.
- Supervise and perform general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition.
- Contract with outside vendors for work or projects as needed; oversee work performed by outside contractors; manage assigned construction projects.
- Enforce park rules, regulations and policies.
- Ensure compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; recommend or initiate actions necessary to correct deviations or violations.
- Ensure adherence to established safety procedures; conducts general safety inspections; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; serves on Safety Committee.
- Make revenue and expense recommendations to senior management for coordination of annual budget; monitors budget expenditures in assigned area.
- Review and approve purchase of supplies.
- Monitor inventory of equipment and supplies in assigned area; initiate requests for new or replacement materials; research equipment for potential purchase.
- Respond to complaints and questions related to maintenance operations.

**Knowledge, Skills & Abilities Required to Perform Essential Job Functions:**

- Strong computer skills are required.
- Ability to positively promote the image of Carmel Clay Parks & Recreation.
- Ability to review, classify, prioritize and analyze data.
- Ability to utilize a variety of reference, descriptive and design data and information.
- Ability to exercise discretion in analyzing and selecting from proactive and alternative courses of action.
- Ability to organize and direct work of self and others, and to apply principles of persuasion and influence over others in a supervisory and professional capacity.
- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to operate a variety of machinery, equipment and tools associated with maintenance operations.
- Ability to work days, evenings, weekends and some holidays.
- Ability to operate a motor vehicle to conduct work activities.
- Ability to exert heavy, though not consistent, physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and that may involve the lifting, carrying, pushing and/or pulling of objects and materials weighing 20-50 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease or pathogenic substances.

**Qualifications Required to Perform Essential Job Functions:**

- Associates Degree or minimum 2 years of college, supplemented by vocational or technical training in construction, grounds maintenance, building maintenance and/or pool maintenance.
- Five (5) to ten (10) years experience involving grounds and facility maintenance; experience in aquatic operations desirable.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Driving is an essential function of this position and individual must possess and maintain a valid Indiana driver's license and be insurable.