

Livermore Area Recreation and Park District

TO: Chair Wilson and Personnel Committee

FROM: Mathew Fuzie, General Manager

PREPARED BY: Jeffrey Schneider, Administrative Services Manager
Megan Shannon, Human Resources Officer

DATE: June 11, 2020

SUBJECT: Parks and Facilities Department Restructure and Recruitment

RECOMMENDATION: that the Personnel Committee recommend that the Board approve the new job classification for the proposed Facility Maintenance Field Supervisor position.

BACKGROUND: Following the retirement of Parks and Facilities Manager Bruce Aizawa in mid-May, 2020, the District has taken the time to reevaluate the structure of the existing department. We have decided to uphold the current Manager position, make updates to the job description for reasons outlined below, and hold an internal recruitment to permanently fill the current vacancy, which is presently being performed on an interim basis by the incumbent Facilities Maintenance Supervisor. In the event that the current Facility Maintenance Supervisor is selected to fill the Manager role, we are also prepared to introduce a new field supervisor classification that would report to the Parks and Facilities Manager position, and we plan to fill this new position with an existing Facilities Maintenance team member. No net addition to staff levels is planned.

During the summer of 2019, the Park Maintenance Supervisor resigned from his position with the District. After thoughtful consideration, it was deemed logical to forgo hiring another supervisor in his place, and instead promote the existing three foremen into Field Supervisor roles. As Field Supervisors, the three lead staff have had the opportunity to acquire direct reports and obtain additional responsibilities and pay by overseeing work directly in the field, without taking on all of the administrative duties that oftentimes come with supervisor titles.

Similarly, we decided to follow this same structure in the fall of 2019 when the Open Space division was reorganized. Rather than recruit for one full-time supervisor to fill the vacancy left by the former Chief Ranger, we opted to hire two Field Supervising Rangers who have since taken an active role in supervising while simultaneously working side-by-side in the field with the staff whom they oversee.

RESTRUCTURE PROPOSAL AND RECRUITMENT PLAN FOR PARKS AND FACILITIES DEPARTMENT

The Parks and Facilities Manager job description needed some minor updates, including the deletion of both the Open Space Division, which now resides with Community Services, and the Capital Improvement Program (CIP), which is now being managed by Administrative Services. The position will continue to report to the General Manager rather than the Assistant General Manager per the adjustment in 2019.

With the existing Facility Maintenance Supervisor acting as the current Interim Parks and Facilities Manager, there is a real possibility that he may apply and be selected for the permanent role. With the success of the field supervisor positions we have seen in other divisions, we propose the creation of the Facility Maintenance Field Supervisor position. Compensation for the new role would match that of the field supervisors in the other divisions at salary range 46.

Our plan is to launch an internal recruitment for the Parks and Facilities Manager, and a subsequent internal recruitment for a Facility Maintenance Field Supervisor, if necessary.

Attachments:

- A. Job Description: Updated Parks and Facilities Manager
- B. Job Description: New Facility Maintenance Field Supervisor



PARKS AND FACILITIES MANAGER

SUMMARY

Under administrative direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and administrative support related to all programs and activities of District parks ~~and~~ facilities, ~~and open space maintenance and repair~~, including long- and short-term project planning, design, construction, maintenance, and repair, and other programs; coordinates assigned activities with other District departments and outside agencies; provides highly complex and responsible staff assistance to the ~~Assistant~~ General Manager and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the ~~Assistant General Manager or~~ General Manager. Exercises direct supervision over technical and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This management classification oversees, directs, and participates in the activities and programs of the Parks ~~Operations~~ and Facilities ~~Maintenance departments, and Open Space divisions~~ and is responsible for providing professional-level staff assistance to the ~~Assistant~~ General Manager in the areas of expertise. Responsibilities include performing and directing the department's day-to-day administrative functions and short- and long-term planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments and public and regulatory agencies. ~~This classification is distinguished from the Assistant General Manager in that the latter assists with the overall management and administration of all District programs, functions, and activities.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assumes overall management responsibility for the Parks ~~Operatons~~ and Facilities ~~Maintenance, and Open Space~~ functions and activities, including capital improvement project planning and management, installation, construction, maintenance, and repair of ~~parks and recreation systems, park and office facilities and related equipment and fixtures, and open space areas.~~
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for department functions and programs; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Identifies grant opportunities; develops and prepares grant proposals; manages grants.
4. Manages and participates in the development and administration of the Parks, ~~and~~ Facilities, ~~and Open Space~~ annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies and makes recommendations on the same; monitors expenditures; recommends and implements adjustments as necessary.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training as needed; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the ~~Assistant~~ General Manager.
6. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the ~~Assistant~~ General Manager; directs the implementation of improvements.
7. Develops and administers policies, ~~and~~ procedures, ~~such as procedure guidelines,~~ design standards ~~and,~~ ~~and standard plans and~~ specifications while ensuring that repair and maintenance, financial, regulatory, and legal requirements are met.
8. Participates in the development of consultant requests for proposal for professional and/or construction services and advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
9. Oversees and inspects the work performed by consultants and contractors; ensures that work product is compliant with contract provisions, District rules and standards, and legal and regulatory requirements.
10. Meets and confers with contractors, engineers, a variety of outside agencies, and the general public in acquiring information and coordinating parks and facilities maintenance matters.



PARKS AND FACILITIES MANAGER

11. Prepares, reviews, and completes various reports, including Board of Directors reports and department related documentation and correspondence.
12. Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
13. Represents the department with other District departments and outside agencies; provides staff support to commissions, committees, and task forces as necessary; negotiates and resolves significant and controversial issues.
14. Provides highly complex staff assistance to the ~~Assistant~~ General Manager; prepares and presents staff reports and other necessary correspondence.
15. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to parks and facilities maintenance, repair, and construction programs, policies, and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and facilities maintenance and operations; researches emerging products, enhancements, and trends and their applicability to District needs.
17. Monitors changes in regulations and technology that may affect department services and/or operations; recommends and implements policy and procedural changes as needed.
18. Receives, investigates, and responds to problems and complaints from citizens, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
19. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in park management, environmental horticulture, public or business administration, or a related field is required; Master's degree is highly desirable;
- AND**
- Five years of relevant experience working, with at least three years in a supervisory capacity.
- OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles, practices, and techniques of project management, including capital improvement projects.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to areas of responsibility.
- Principles and practices of grant writing and management.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Methods, materials, tools, equipment, and techniques used in the construction, maintenance, and repair of parks, open space, and recreation facilities, systems, and infrastructure.
- Contract management practices in a public agency setting.
- Practices of researching operational issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and ongoing developments, current literature, and sources of information related to water utilities operations and maintenance.
- Water conservation principles and techniques.



PARKS AND FACILITIES MANAGER

- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical construction, maintenance, and repair and related programs.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Speak effectively in public.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Operate office equipment and computer applications related to the work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Possession of a Qualified Applicator License, Qualified Applicator Certificate, and/or Agricultural Pest Control Adviser License is desirable.

PHYSICAL DEMANDS

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS



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PARKS AND FACILITIES MANAGER

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test
- ~~Medical exam and drug testing clearance.~~

CLASSIFICATION DETAILS/HISTORY

Date Adopted: 6/14/17

Job Code: 5440L

FLSA Status: Exempt

Supersedes: Parks and Facilities Manager dated 10/27/10



FACILITY MAINTENANCE FIELD SUPERVISOR

SUMMARY

Under direction, implements, monitors, evaluates, and supervises assigned maintenance programs; ensures that District facilities are maintained in a safe and compliant condition. Areas of responsibility include, but are not limited to, oversight and participation in complex projects in maintenance and construction, including carpentry, painting, plumbing, electrical, and heating, ventilation and air conditioning (HVAC). Trains, evaluates, and supervises staff. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. Exercises direct supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Facility Maintenance Field Supervisor is responsible for implementing facility maintenance operations, and directing, evaluating, and supervising staff to maximize service delivery to the community. Performance requires the ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Parks and Facilities Manager in that the latter is responsible for strategic planning and management of all District parks and facilities with overall administrative and operational responsibility for facilities maintenance and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Implements and monitors facility maintenance operations.
2. Provides direction and oversees the operations and activities of assigned facility maintenance crews.
3. Oversees the scheduling and activities of staff and contractors; plans, assigns, trains, directs, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
4. Plans and conducts in-service training programs; monitors status of required licenses and certifications to ensure a high performing team.
5. Oversees and participates in complex projects in facility maintenance and construction; ensures adherence to safe and efficient work methods, procedures, and practices.
6. Plans work assignments, including materials and staff resources needed to perform the work; develops work plans, procedures, and schedules.
7. Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate.
8. Provides manager with updates on project status; informs manager of facility maintenance and construction problems and needs.
9. Performs safety inspections of District facilities and ensures that safe work methods and safety precautions are observed; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments
10. Performs the work of lower-level facility maintenance staff as needed.
11. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to manager as appropriate.
12. Monitors inventory, orders supplies and equipment, and maintains purchase records within authorized budget.
13. Maintains records and logs of daily activities.
14. Assists with District special events as needed.
15. Performs related duties as assigned.



FACILITY MAINTENANCE FIELD SUPERVISOR

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework in business administration, construction management, facility management, or a related field; Bachelor's Degree desirable;

AND

- Five years of relevant experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating facility maintenance projects.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Principles, practices, and methods of skilled trades areas, including carpentry, plumbing, electrical, painting, and HVAC.
- Methods and techniques of inspecting maintenance and repair work to ensure compliance with safety requirements and District standards.
- Proper cleaning methods and the safe use of cleaning materials, disinfectants, paints, oils and stains, custodial tools, and equipment.
- Relevant laws, rules, regulations, policies, and procedures.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships.
- Methods and techniques to ensure compliance with safety requirements.
- Modern office practices, methods, and computer equipment and applications.

Ability to:

- Select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned areas and working teams.
- Assist with the planning and developing of facility maintenance policies and procedures.
- Perform skilled facilities maintenance and repair work in a diverse range of trade areas.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Read and understand complex construction and development plans and specifications.
- Operate a variety of tools and equipment properly and safely.
- Perform heavy manual labor.
- Review work to be performed and identify resources necessary to complete the work.
- Respond appropriately to changing situations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate mathematic calculations.
- Speak effectively in public. Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



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Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Relevant professional certifications are desirable.

PHYSICAL DEMANDS

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

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Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Date Adopted:

Job Code:

FLSA Status: Non-Exempt

Supersedes: NEW