

RIVER ROAD PARK AND RECREATION DISTRICT

Classification Description

Department: Maintenance	Title: Director of Facility Operations
Reports to: Superintendent	Position Type: Full Time – Salaried, Exempt

Position Purpose

The Facilities Operations Director for River Road Park and Recreation District is responsible for planning, scheduling, supervising, and coordinating maintenance operations, construction projects, and the general care of District buildings, grounds, equipment, and recreational facilities. This position directly supervises the Building Maintenance Supervisor, Grounds Supervisor, Aquatics Maintenance Supervisor, and indirectly supervise part-time maintenance employees. This position is responsible for maintaining the safety, cleanliness, and overall upkeep of all facilities and public spaces, ensuring they remain accessible and welcoming for community use. The Director oversees maintenance plans, budget management, and compliance with safety and environmental regulations. Additionally, this role plays a key part in long-term facility planning, emergency preparedness, and infrastructure improvements.

Essential Responsibilities

- Provide primary supervision including hiring, training, discipline, discharge for the department. Supervise the Building Maintenance Supervisor, Grounds Supervisor, Aquatics Maintenance Supervisor, and indirectly supervise part-time support staff.
- Assign tasks, provide training, and evaluate the maintenance staff in the safe operation of tools and equipment, chemicals and cleaners; PPE, OSHA, SDS, HMIS;
- Supervise and assist in the maintenance of the mechanical, electrical, structural, and safety systems of the District.
- Work with the Superintendent to establish and analyze overall priorities, goals, and objectives for the District grounds, facilities, vehicles and equipment.
- Prepare and manage the maintenance department's budget, including tracking expenses for repairs, equipment, and capital improvement projects. Monitor expenditures to remain within budgetary constraints.
- Secure bids and negotiate contracts for maintenance services, equipment purchases, and facility upgrades.
- Coordinate with contractors, vendors, and government agencies to ensure projects are completed on time and within budget.
- Oversee monthly, quarterly, and yearly inspections on the condition and safety of buildings, grounds, equipment and facilities, complying with all state and federal regulations.
- Work closely with all departments, community groups, and local agencies to support events, programming, and facility use.
- Monitors any construction to ensure quality and quantity of work meets standards.
- Maintains a record system on development, maintenance, inspections and costs related to mechanical systems, structures, and construction; tracks department expenditures for the fiscal budget.
- Oversee the maintenance, repair, and replacement of the District's fleet, including trucks, utility vehicles, tractors, mowers, golf carts, district vans, and buses. Ensure all vehicles used for community programs, youth and senior transportation, and special events, are safe, reliable, and fully operational.
- Responds to public inquiries regarding facility, grounds, maintenance operations and services.
- Oversee department supply and material purchasing; authorize repairs or services within authorized spending limits.
- Develop a framework that maximizes staff resources and cost-effective staff scheduling requirements needed to maintain the safety and cleaning standard of the district.
- Work directly with department supervisors to collaborate repair strategies, cost evaluations, and increase job efficiencies.
- Oversee the planning and supervision of annual maintenance and shut down periods.
- Actively support loss control measures, and District security.
- Support the Americans with disabilities act, (ADA) throughout the district and its facilities.
- Other duties as assigned.

Desirable Skills and Abilities

- Ability to establish excellent working relationships and communication with supervisors, subordinates, and general public.
- Considerable knowledge of facilities, operation and management principles, techniques, and practices; construction, project management, park maintenance, and energy management.
- Knowledge of design and construction contracts.
- Ability to take initiative with minimal supervision.

- Ability to safely operate vehicles and equipment safely and effectively including but not limited to riding mowers, utility tractors, push mowers, line trimmers, etc.
- Ability to read blueprints.
- Strong skills in written and oral communication.
- Must be able to adapt to a fast-paced environment while maintaining a positive attitude.
- Knowledge of general landscaping and irrigation techniques, turf and plant management, along with the basic principles regarding the use of fertilizers and pesticides.
- Strong skills in oral and written communication.

Working Conditions

Work is performed in both indoor and outdoor environments. This work requires maintenance to be performed in rugged field settings and in all types of weather conditions while utilizing various types of machinery and equipment. This work will be performed during a regularly scheduled workday but may work a flexible schedule, including some weekends, evenings, and on-call status as needed. Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach, and manipulate objects.

Preferred Qualifications

- Four-year degree is preferred; or four years + experience at management level in the maintenance or operation and maintenance in park and recreation agency, city agency, or other comparable field.
- Must have a current Oregon Driver's License. CDL preferred.
- Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the required duties of the position.

Benefits

Employee medical, vision and dental insurance.

Life and Disability Insurance.

10 Paid District Holidays, 12 Vacation Days and 5 Supervisory Days per year.

District contribution into a retirement fund after a six-month probationary period. Employee is also eligible to contribute.