

Grafton Parks and Recreation

Position: Facility & Grounds Manager **Status:** Full Time (Exempt)

Supervisor: Director of Grafton Parks and Recreation

Job Summary: Manage maintenance and facility staff at all Grafton Parks & Recreation facilities and parks. Supervise and train staff to ensure that staff and consumer needs are met.

Specific Tasks:

1. Recruit, hire, & train facility and grounds staff.
2. Maintain and verify timecards for department staff.
3. Responsible for the operation, maintenance, and equipment for the Centennial Center Arena, outdoor swimming pool, athletic fields, campground, all parks, playgrounds, and outdoor ice rinks.
4. Establish critical job elements, performance standards, and monitor work performance. Work with the Director in evaluating dept. staff under your supervision.
5. Monitor and record inventory supplies / items and communicate replacement orders with the Business Manager.
6. Must learn and train employees in Zamboni operations and ice maintenance. Establish employee schedules for daily operations and cleaning of the Centennial Center Arena.
7. Maintain inspection records, maintenance records, fertilizer records, and follow work orders.
8. Other work may include, but not limited to, carpentry, masonry, asphalt work, fencing, signage, plumbing and irrigation systems, analyzes and diagnoses equipment problems, operates all non-revenue company vehicles including mowers, bobcats, and other tools and equipment required.
9. Flexibility with schedule.
10. Assist agency staff with programs, events, or services when necessary.
11. Educate and review state / federal regulations as they pertain to operating facilities, grounds, supplies, chemicals and/or equipment (i.e. OSHA, MSDS)

Preferred Qualifications:

1. Excellent written and oral communication skills.
2. Can work independently or with others.
3. Good computer skills and able to learn new programs.
4. New hires will be expected to obtain pesticide licenses, certified pool and spa operator certification, certified playground safety inspector, & ice arena management certification through training courses supplied by Grafton Parks & Recreation.

Education Qualifications:

1. Minimum High School Diploma or equivalent, although higher education desired.