

SPORTSPLEX FACILITIES MANAGER

Pulaski County

Department: Parks & Recreation

Supervision Exercised: None

Supervision Received: Director of Parks & Recreation

Works under the supervision & receives administrative oversight from the Director of Parks & Recreation. Work is performed in accordance with established departmental policies, operational procedures, facility standards, safety protocols, and County regulations and is evaluated through operational effectiveness, facility readiness, customer service, and incident management.

Classification (FLSA): Non-Exempt, Full-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, Current Driver's License, & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not Required

Work Hours: This position primarily works Monday through Friday during normal business hours of 8:00 am until 5:00 pm. However, schedule flexibility is required to support facility operations, maintenance needs, athletic leagues, tournaments, rentals, community programs, and special events. Evening, weekend, holiday, and occasional emergency call-in work may be required as deemed necessary to ensure the safe and efficient operation of the Pulaski County Sportsplex.

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: The Facility Manager performs routine and preventative maintenance on facility systems, equipment, athletic assets, and grounds to ensure a safe, clean, and operational Sportsplex. Essential functions include inspecting facilities to identify maintenance needs and safety hazards; completing minor repairs and coordinating specialized repairs with outside vendors as needed; setting up and tearing down courts, meeting spaces, and equipment for tournaments, rentals, programs, and special events; maintaining maintenance records, work orders, inspections, and preventative maintenance schedules; responding promptly to maintenance requests and operational issues; monitoring maintenance supplies, tools, and equipment; ensuring compliance with applicable safety standards, policies, and procedures; collaborating with operations staff to support daily facility operations and event readiness; and performing other related duties as assigned. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE:

- Knowledge of building maintenance principles, including HVAC, plumbing, electrical, carpentry, and general building systems
- Knowledge of preventative maintenance practices, inspection methods, and basic repair techniques
- Knowledge of occupational safety standards, safe work practices, and the proper use of personal protective equipment
- Knowledge of maintenance tools, equipment, materials, and their safe and effective operation
- Knowledge of facility operations, event support requirements, and inventory control practices
- Knowledge of work order systems, maintenance documentation, and recordkeeping procedures

SKILLS:

- Skill in troubleshooting and performing routine maintenance and basic repairs on building systems and equipment
- Skill in operating and maintaining hand tools, power tools, and maintenance equipment safely and efficiently
- Skill in planning, organizing, and prioritizing work to meet operational and event deadlines
- Skill in maintaining accurate maintenance records, inspection reports, and preventative maintenance schedules
- Skill in communicating effectively with coworkers, supervisors, contractors, vendors, and the public
- Skill in providing quality customer service while supporting facility users, event organizers, and visitors

ABILITIES:

- Ability to analyze maintenance issues, identify appropriate corrective actions, and determine when specialized repairs are required
- Ability to read, understand, and apply technical manuals, equipment specifications, work orders, and safety procedures
- Ability to inspect facilities and recognize potential safety hazards, maintenance deficiencies, and operational concerns
- Ability to establish and maintain effective working relationships with employees, contractors, vendors, and facility users

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- Ability to adapt to changing work priorities, respond to unexpected maintenance needs, and support multiple events simultaneously
- Ability to work independently with minimal supervision while contributing effectively as a member of a team
- Ability to communicate clearly and professionally, both orally and in writing
- Ability to perform the physical requirements of the position, including standing, walking, climbing ladders, bending, reaching, lifting, carrying, and moving materials and equipment in accordance with established safety practices
- Ability to exercise sound judgment and make appropriate decisions in routine and emergency situations

ADA REQUIREMENTS: The physical demands described below are representative of those required to successfully perform the essential functions of this position. The employee must be able to frequently stand, walk, bend, stoop, reach, climb ladders, lift, carry, push, and move materials and equipment weighing up to 50 pounds. The position requires continuous use of visual and auditory abilities to monitor facility conditions, identify safety hazards, and support facility operations. Work is performed both indoors and outdoors in a sports and recreation environment and may involve exposure to varying weather conditions, including heat, cold, rain, and humidity. The employee must be able to safely operate maintenance tools, equipment, and county vehicles as required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

EDUCATION AND EXPERIENCE:

- High school diploma required; Bachelor's degree, technical or trade certification is preferred
- Previous experience in facility maintenance, building operations, or a related field preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures.
- Maintains confidentiality with all vendors and employee transactions and activities.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County.

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other professional development opportunities to maintain current knowledge of industry best practices, regulatory requirements, and emerging trends related to facility operations and maintenance
- Successfully completes required maintenance, safety, customer service, and job-specific training as assigned
- Completes and maintains all mandatory safety, compliance, and regulatory training in accordance with County policy and applicable federal, state, and local requirements

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- Participates in staff meetings, training sessions, and collaborative discussions to identify opportunities for improving departmental operations, efficiency, and customer service
- Demonstrates a commitment to continuous professional development by acquiring new knowledge, skills, and certifications applicable to the position

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date