

JOB DESCRIPTION

JOB TITLE: PARKS & RECREATIONAL FACILITIES DIRECTOR
DEPARTMENT: ADMINISTRATION
DIVISION: TOURIST DEVELOPMENT
REPORTS TO: TOURIST DEVELOPMENT COUNCIL EXECUTIVE DIRECTOR
SALARY: \$38,000 - \$43,000 ANNUALLY
REVISED: DECEMBER 15, 2014
EXEMPT

GENERAL DESCRIPTION

Performs complex supervisory, administrative and technical work directing all operations and divisions of Gulf County Beach Parks, Beach Accesses and TDC assets. Performs and/or supervises personnel whose duties include beach cleaning and general maintenance duties of facilities, grounds and walkovers. Performs minor electrical, mechanical, HVAC, plumbing and carpentry repairs on all TDC maintained facilities. Conducts grounds and walkovers maintenance and open and close facilities at beach accesses. Work is performed under the direction of the Gulf County TDC (GCTDC) Executive Director. The ideal candidate must be flexible with their work hours as this position often requires work on weekends, nights, holidays and during special events.

ESSENTIAL JOB FUNCTIONS

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Formulates all work plans, programs, schedules and operating policies related to all county parks and recreational facilities.
- Directs and participates in the selection, placement, promotion, training, safety, discipline and appraisal of all Parks and Beach personnel.
- Collaborates with the Executive Director and Finance Director for the development and implementation of the department's annual budget request.
- Oversees, directs and participates in developing a comprehensive parks and recreational facilities maintenance program for the County.
- Works directly with the GCTDC Finance Director to manage the budget for each of the counties 5 Districts, overseeing and directing all work and funding allocation per district.
- Maintains the GCTDC assets including the building, its grounds, all pet station and beach park trash receptacles countywide.

- Manages year-round parks and recreational facilities maintenance team, including scheduling work-flow and repairs and prioritizing needs.
- Manages beach cleaning contract and contractor to ensure beaches are clean and well maintained.
- Performs ad/or instructs staff to perform rut removal on beaches during turtle season.
- Responsible for purchasing all items needed for maintenance team as well as supplies for county parks and recreational facilities.
- Tends to all minor repairs to county parks and recreational facilities and county beach walkovers. Works directly with county Public Works and Maintenance teams to schedule and complete repairs if major work is necessary.
- Responsible for maintaining exceptional communication and contact with county Public Works and Maintenance teams.
- Responsible for all current and future maintenance needs related to county parks, recreational facilities, beach walkovers and GCTDC assets.
- Prepare monthly reports for the Executive Director.
- Attends all GCTDC Advisory meetings.
- Performs other non-essential duties as required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential function of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to thirty five (35) pounds, and occasionally lift weights up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently.
- Ability to read and interpret non-complex mechanical and construction engineering drawings.
- Ability to work independently and in groups to identify and repair minor damages at TDC maintained facilities.
- Ability to manage a team of full-time and seasonal employees.

- Ability to prioritize work for timely completion.
- Ability to use power tools safely.
- Ability to use mowers, edgers, trimmers and chain saws.
- Ability to use shovels, rakes, post-hole diggers and other commonly used yard tools.
- Ability to inspect HVAC air filters.
- Ability to operate a variety of machinery and equipment, including power tools, lawn equipment, electrical testing equipment, etc.
- Ability to represent Gulf County and the tourism industry with energy and enthusiasm.
- Must be computer literate and familiar with Microsoft Office Suite.

MINIMUM QUALIFICATIONS

High school diploma or equivalent and five (5) to ten (10) years' experience in a related field or any combination of training and experience that provides the required knowledge, skills and abilities.

LICENSE

Applicant must have a valid Florida Driver's License at the date of hire and maintain said license while employed in this position.