

**CITY OF FORT WAYNE
Job Description**

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Manager VI- Safety/Operations	Department:	Parks & Recreation
Requisition Number:	2022223		
Hours:	7:30 a.m. – 3:30 p.m., flexible hours as required, will vary	Rate of Pay:	\$74,900.00 Annually
Date Posted Up:	7/8/2022	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the general direction of the Superintendent of Parks, incumbent is responsible for logistical support of Parks and Recreation Department operations, Risk Management and the Departmental Safety and Industrial Hygiene program. Incumbent organizes, prioritizes, schedules and assigns work to subordinates and insures completion. Maintains employee discipline, keeps records and provides various reports. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Works with other division staff members to develop short- and long-range plans relating to park operations and events;
- Formulates, recommends and implements approved policies and budgets;
- Writes and submits proposals and specifications for procuring logistical equipment, services and/or supplies;

INFORMATION/COMMUNICATION

- Facilitates training of all department full-time and seasonal employees in safe work practices as dictated by IOSHA, EPA, and the safety policies of the City of Fort Wayne and Parks and Recreation Department;
- Works cooperatively with other Park Department staff members, other city departments, city officials, state officials, vendors and the general public;
- Works with local and state government and vendors in resolving environmental issues at park facilities;
- Represents the department at various meetings as required;
- Reads and writes English clearly and understands written and oral instructions;

MANAGEMENT/OPERATIONS

- Supervises, trains, and disciplines assigned employees;
- Monitors overall safety and maintenance condition of all park grounds, facilities and events;
- Maintains the Department’s Risk Management Policy and ensures that employees are cognizant of risk management issues and response procedures;

CITY OF FORT WAYNE
Job Description

- Assists with preparation of parks or other facilities for specific recreation programs or events;
- Operates Parks Storeroom facility;
- Maintains departmental property records;
- Operates Parks Garage facility;
- Plans and schedules work load and technical aspects of vehicle and equipment maintenance;
- Secures repair quotes, requisitions and approves billings for maintenance, repairs, parts, and supplies;
- Updates the department's knowledge base with new automotive trends and mechanical maintenance/repair procedures;
- Utilizes computer word processing, spreadsheets, Computerized Maintenance Management Software and E-Mail;
- Works independently in an indoor/outdoor environment year-round;
- Works under adverse conditions including extremes of temperature, humidity, dust, fumes and grease;
- On call 24 hours for department wide safety, maintenance and operational emergencies or as required through City Communications Dispatch;
- Works flexible schedule including nights and weekend assignments, and assists during City emergencies such as flood control, storm and snow emergencies.

MARGINAL FUNCTIONS

- Maintains a clean and neat personal appearance with good hygiene;
- Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises 7 full-time and several seasonal employees in Safety and Logistics. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education and or experience equivalent to a Bachelor's degree from an accredited college or university in Public or Business Administration or Park Management;
- Specialized knowledge of the care and operation of automotive vehicles and heavy and specialized equipment;

CITY OF FORT WAYNE
Job Description

- Two years' experience in equipment maintenance and operation principles, personnel management and working in a labor union environment;
- Working knowledge of general park or institution and facility maintenance;
- Specialized knowledge of Environmental Protection Agency regulations and procedures;
- Specialized knowledge of materials, tools and supply specification procedures;
- Working knowledge of state and municipal purchasing regulations and guidelines;
- Working knowledge of petroleum, oil and lubricant properties and storage vessel requirements, fire prevention procedures and firefighting equipment inspection;
- Specialized knowledge of general industrial and construction safety procedures, industrial hygiene preventive measures and practices and of first aid procedures;
- Working knowledge of computerized maintenance management software.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Ability to express concepts, ideas and supporting facts effectively in both oral and written form;
- Ability to organize, plan and coordinate employees to accomplish specific work objectives;
- Ability to maintain and compile financial and other related business records and reports utilizing word processing and spreadsheet software;
- Ability to efficiently coordinate work of the garage to meet the needs of the department;
- Ability to establish and maintain an effective working relationship with all department staff, vendors and the general public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Incumbent performs work with considerable independence from supervision and has authority to deviate from general instructions and make decisions and judgments affecting quality and adequacy of work. Major impact in development and implementation of department wide safety and logistical policies. The jobs' duties and tasks are of a high amount of involvement in the overall operation of the Parks and Recreation Department. Incumbent is responsible for warehouse operations, property accountability and management, maintenance and repair of department vehicles and equipment, all aspects of procurement, fuel facility management, environmental and hazardous waste management, and establishment of departmental safety policies and procedures.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Incumbent is expected to supervise daily logistical and safety operations with little or no guidance. Judgment is needed in establishing and implementing new policies and procedures. The complexity of work is broad in scope with continually new requirements which involves creative problem solving and different approaches. Incumbent must have the ability to interpret regulations and other technical information and have a practical knowledge of various specialized equipment operating principles.

CITY OF FORT WAYNE
Job Description

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk and climb or balance. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. Working conditions are adequate with minimal exposure to dust, vapors and extreme temperatures. Physical effort involves light lifting, pushing and pulling usually performed in a non-sitting position with high manual dexterity required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of 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 functions.

While performing the duties of this job, the employee is frequently exposed to inside/outside weather conditions. The noise level in the work environment is usually moderate to loud.

CITY OF FORT WAYNE
Job Description

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.