



Parks & Facilities Manager

(\$67,787,000 to \$88,054 Annually DOE plus benefits. Exempt. COLA under review.)

Key Pen Parks (Key Peninsula Metropolitan Park District) is located on the beautiful Key Peninsula on the western edge of Pierce County. The District is responsible for over 1,000 acres of open space and parkland including a splash pad, multi-use/mountain bike/equestrian trails, waterfront properties, 2 caretaker properties, baseball fields, picnic areas and more. The ideal candidate will be a seasoned supervisor with expertise in parks/facility maintenance, project management, and an inclusive manager. Strong communications and leadership skills are required along with a sincere commitment to safety. Previous experience empowering staff and managing change are desired.

Under general supervision and direction from the Executive Director, the Parks & Facilities Manager coordinates, plans, organizes, and manages the maintenance and operations program for Key Pen Parks, and supervises staff and maintenance activities for parks, open space, and recreation and event facilities. As a small agency, the Parks & Facilities Manager may also be working alongside the team as a “working manager” (max 30%) to meet goals, provide staff coverage, or as a training opportunity.

Required Education and Experience

- Five years of progressively responsible work experience in parks, grounds, facility maintenance, or construction; AND • Experience utilizing the Microsoft Office suite; AND • Two years of lead worker/supervisory experience; OR Any equivalent combination of experience and education that provides the applicant with the desired knowledge, skills and ability required to perform the work.
- Can successfully pass criminal background check
- Possess a valid WA Driver’s License with satisfactory driving record acceptable to the District’s insurance carrier

Preferred Experience and Certifications

- Experience working for a government agency in a parks, grounds, facilities, or public works
- Experience in change management and safety programs
- Certified Playground Safety Inspector (CPSI) certification (or within 6 months)
- WA State Pesticide License (or within 3 months)
- First Aid/CPR Certification

Essential Job Functions

- Work independently without regular direction and to troubleshoot problems in assigned area of responsibility.
- Proactively identify and remedy hazards and plan for, prioritize, and effectively accomplish maintenance projects. Perform monthly compliance inspections.
- Assist in developing short and long-range plans and objectives including completing backlog of deferred maintenance projects.
- Maintain a professional demeanor under heavy workload and stressful situations.
- Participate in a cooperative and coordinated District team and create a high-performing staff team.
- Drive the creation of high safety standards and a safety process.
- Apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Communicate effectively orally and in writing, and to execute such oral or written instructions and procedures.



- Implement policies, procedures, and standards consistent with local and state regulations.
- Knowledge of principles and practices of employee supervision, including selection, training, coaching, assigning work, evaluating work, and administering progressive discipline.
- Establish and maintain a variety of recordkeeping tasks quickly and accurately.
- Compile, prepare, and tabulate statistical data, reports, statements and summaries.
- Effectively plan, organize, supervise and evaluate the work of assigned staff and project resources.
- Establish and maintain effective working relationships with co-workers and the public using tact, courtesy and good judgment.
- Read and interpret construction drawings.
- Write and secure bids for capital and public work projects.
- Assist with budget preparation and monitor of expenditures.
- Manage multiple projects and work tasks simultaneously.
- Establish and maintain accurate records of assigned activities and operations.
- Working with Microsoft's Word, Excel, Powerpoint, Outlook, OneDrive, etc.
- Vegetation management requirements, including application of herbicides and pesticides.
- Maintain confidentiality and adhere to policy and procedures of the department.
- Physically perform assigned duties and essential functions of the position.
- Work various shifts, evenings, weekends, holidays, on-call duty, after normal hours of work, as required.
- Work over 40 hours in a work week as required including working nights, weekends and holidays to manage and support staff/respond to emergencies.
- May act as acting Executive Director in her absence

Position typically requires

- Work performed in field/parks and in the office environment.
- Field work includes working around equipment in inclement weather, noise, and noxious fumes.
- Bending, stooping, reaching (over shoulders, at waist and below waist), walking, standing and working high above ground, adequate vision sufficient to view gauges and operate equipment and prepare log books, and hearing sufficient to respond to audible alarms, speaking adequate to communicate effectively, manual dexterity to grasp/handle equipment and materials.
- Must possess sufficient physical strength, coordination and mental alertness to ensure safe and efficient performance of assigned duties including lifting and carrying up to 50 pounds.

To apply: please email a detailed cover letter, resume AND Key Pen Parks application to Tracey Perkosky, Executive Director, at tracey@keypenparks.com

If you have any questions on the position, responsibilities or team please contact Tracey Perkosky, Executive Director, at 253-514-0876 or tracey@keypenparks.com.

This position is open until filled.

Key Pen Parks is an Equal Opportunity Employer.