



Parks & Facilities Manager

Key Pen Parks is seeking a passionate, people-oriented Parks & Facilities Manager to lead the parks and facilities staff into an exciting new future! The operations division supports the maintenance and stewardship of the neighborhood and regional parks, trails, trail heads, and park-owned facilities with the District.

If you have a love of nature, outdoor recreation, and have strong supervisory skills, we encourage you to apply!

The position will organize, supervise, and schedule the maintenance, upkeep, and care of Key Pen Parks' properties and facilities; conduct continuing assessments of district owned and managed properties; create and coordinate work schedules; recommend areas for improvement; enforce work policies and park usage rules and regulations; and plan and organize other activities designed to improve overall productivity and efficiency to our growing team.

ESSENTIAL DUTIES/RESPONSIBILITIES

Provides guidance, instruction, training, and technical assistance for parks and facility maintenance personnel.

a. Parks Management

- Oversees the daily operations and maintenance of parks, sports fields, and playgrounds, which includes regular review of physical areas, amenities and buildings to inform priorities.
- Plans, prioritizes, schedules, and ensures implementation of maintenance and operation activities designed to provide quality infrastructure service for parks, athletic fields, trails, playgrounds, and splash pad, ensuring conformance to quality standards and regulations.
- Plans, prioritizes, schedules, and supervises the construction of parks, athletic fields, trails, playgrounds, open space, and fields.
- Assists with capital improvement projects and renovations to enhance park infrastructure.
- Reviews parks purchase and expenditure requisitions and purchase materials and equipment as required.
- Ownership for ensuring processes and procedures are implemented and followed to ensure maximum protection of park and district assets.

b. Supervises maintenance employees including assigning work, providing direction, training, performance coaching, and management.

c. Sets goals and objectives for the team that align with the organization's vision and mission.

d. Creates a culture where information sharing, team-based resolutions, cross-training, and process improvements are encouraged, and staff are held accountable for goal achievement and results.

e. Works with the team to proactively identify opportunities to improve systems, processes, and services.

f. Ensures the implementation and maintenance of standards, policies, procedures, and control techniques.



- g. Interacts frequently with the public and responds to customer inquiries and complaints which may extend beyond standard working hours.
- h. Assists with the development of long-term plans for park development and resource allocation. Utilizes maintenance management software to plan short term and long-term activities, and schedule.
- i. Works with community groups and volunteers to lead maintenance-related volunteer events. Collaborates with Events & Outreach Coordinator to identify and implement support of maintenance team during community events.
- j. Serves as a liaison with caretakers to ensure work is completed and proper maintenance of leased property maintenance.
- k. Buildings and Facilities Maintenance
 - Plans, schedules, and implements building maintenance, improvements and operation activities for district buildings including concession building and tenant rental houses to ensure quality and conformance to standards.
 - Generates and oversees contracts and work of subcontractors for district facilities.
 - Reviews purchase and expenditure requisitions and building and facilities maintenance expenditures.
- l. Other duties
 - Serves as the Safety Manager and ensures compliance with safety standards, environmental regulations, and municipal codes. Develops and coordinates monthly safety meetings and follow-up actions. Reviews all purchases and expenditure requisitions for the safety program.
 - Provides information for staffing and asset needs to include estimated expenses to assist with preparation with annual budget.
 - Provides regular information and reports to Executive Director on status of grounds and parks facilities.
 - Researches, drafts, and submits grant proposals to secure funding for projects, and ensures compliance with all grant requirements and deadlines.
 - Performs other duties as assigned.

QUALIFICATIONS

Education and Experience

Associate's degree in Parks and Recreation Management, Public Administration, or a related field preferred.

Four years of experience in parks and facilities management, including two years of supervisory responsibilities.

Any equivalent combination of education and experience that provides the necessary qualifications to successfully perform the duties of the position will be considered.

**Knowledge of:**

Turf management and practices, athletic field design, and maintenance.

Building maintenance, non-recirculating splash pad, HVAC systems, and forestry practices.

Facility and equipment maintenance.

MRSC Small Works Roster process.

Software such as Microsoft Office, OneDrive, Pierce County Public GIS, and MaintainX.

Skills in:

Reading and interpreting the codes, resolutions, rules, lease agreements, MOU's and regulations that govern parks, facilities, and forestry.

Reading and interpreting construction drawings for construction of parks, facilities, and landscaping.

Effective leadership and management of a team.

Effectively collaborating with leaders and staff in a team framework.

Effectively influencing others to achieve understanding, acceptance, and commitments to act in support of ideas and work plans.

Exercising tact and diplomacy in dealing with sensitive issues and situations.

Delegating responsibilities and motivating staff to complete tasks effectively and efficiently.

Effective verbal, active listening, and written communication.

Establishing and maintaining effective working relationships with district employees, and the public toward the common goal of providing high quality services.

Effectively managing multiple assignments, projects, and priorities simultaneously to ensure the fulfillment of projects, tasks, and responsibilities.

Recommending and carrying out procedures to ensure the highest standards of risk management, employee safety, and risk avoidance.

Effectively designs, implements, and manages projects from inception through completion.

Physical Demands

Requires walking and/or standing for long periods of time and sitting is only required occasionally.

Requires exerting up to 50 pounds of force occasionally, and/or 20 pounds frequently, and/or 10 pounds constantly in order to lift, carry, pull, or move objects.



Working Conditions

Required to attend community events, meetings, and handle emergencies outside of standard work schedule as needed.

Works in various weather conditions, including heat, cold, rain, and snow.

Typical environment is outdoors.

Travel required between park sites and facilities.

Valid WA State Driver's License and insurability as a driver for Key Pen Parks.

Salary and Benefits

Full Range \$79,768 to \$104,062 annually (includes 1/1/25 COLA)

Comprehensive benefits package including paid vacation, sick, holidays, health insurance.

How to Apply – www.keypenparks.com/jobs.html

[Read our full job description.](#)

[Please submit an application with a cover letter and resume.](#) Position is open until filled.