



City of Doral, FL Classification Description

Classification Title: Chief of Park Facilities
Department: Parks & Recreation
Pay Grade: 118
FLSA Status: Exempt

GENERAL STATEMENT OF JOB

This position provides leadership, administration, and oversight of the Parks Division, ensuring the effective operation, maintenance, and enhancement of the City's parks and recreational facilities. This position directs a diverse team of employees and contractors in the management of buildings, grounds, irrigation systems, pest control, and park structures across all park locations. The role oversees daily operations, coordinates semi-skilled maintenance activities, ensures safe and well-maintained public spaces, and collaborates with City departments, vendors, and community partners to support the overall functionality, appearance, and sustainability of the park system.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

- Oversees the daily maintenance and operations of active parks, recreation centers, passive parks, the aquatic center, cultural center, and bike trails.
- Directs the general maintenance of athletic facilities, park grounds, buildings, furniture, irrigation systems, pump and sprinkler systems, landscaping, pest control, and other park-related infrastructure.
- Oversees semi-skilled work in carpentry, masonry, painting, and related building and grounds maintenance tasks.
- Prepares and maintains maintenance, inspection, and service schedules for park equipment, vehicles, and machinery.
- Supervises Parks Division staff and third-party operators, determining efficient work assignments and monitoring performance.
- Works with leadership to address employee issues; recommends and approves discipline, discharge, transfers, promotions, and salary adjustments.
- Develops and implements training policies, standard operating procedures, and training schedules based on operational needs and regulatory requirements.
- Assists in preparing and administering the Parks Division's annual operating budget, including monitoring expenditures, revenues, and cost-control activities.
- Works with procurement staff to prepare and issue bids, and prepares solicitations for quotes for equipment, materials, and services.
- Manages maintenance and operational contracts such as landscaping, custodial services, waste disposal, concessions, and building systems (HVAC, alarms, elevators).

- Compiles and maintains statistical data and develops performance measures and evaluation processes for maintenance operations.
- Coordinates with divisions and departments to establish operational standards, training standards, and consistent business practices.
- Supervises the development and implementation of capital improvement projects.
- Assists in sourcing, preparing, and managing grants that support parks programs, facilities, and events.
- Provides support for Citywide special events as they relate to park maintenance and security.
- Oversees the Park Ranger Division, including supervision, evaluations, and disciplinary recommendations.
- Manages multi-divisional conflict resolution, crisis intervention, emergency preparedness, and after-action coordination to ensure safe park operations.

Additional Duties:

- Performs other related job duties as assigned.

MINIMUM EDUCATION AND TRAINING

- Must possess bachelor's degree in arts administration, public administration, environmental management, or a related field.
- Five (5) years of experience in parks operations, facility maintenance, grounds management, or a closely related area; or an equivalent combination of education and experience.
- Certification as a Certified Parks and Recreation Professional (CPRP), Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO), or Certified Playground Safety Inspector (CPSI) is preferred.
- Must possess a valid driver license with an acceptable driving record.

MINIMUM QUALIFICATIONS AND STANDARDS REQUIRED

Knowledge, Skills and Abilities:

- Knowledge of modern practices and procedures related to parks operations, grounds maintenance, facility management, and public space stewardship.
- Knowledge of landscaping, irrigation systems, pest management, and building maintenance techniques.
- Knowledge of safety standards, emergency preparedness practices, and applicable federal, state, and local regulations.
- Knowledge of budget preparation, procurement procedures, contract administration, and cost-control methods.
- Skill in supervising, training, evaluating, and motivating employees and contractors.
- Skill in planning, organizing, and coordinating maintenance activities, capital projects, and operational workflows.

- Ability to interpret and apply policies, procedures, codes, and operational standards.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with City staff, contractors, vendors, and the public.
- Ability to analyze problems, evaluate alternatives, and implement effective solutions.

Physical Requirements:

- The work is classified as light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Duties require frequent standing, walking, reaching, handling, fingering, grasping, and repetitive motion when overseeing maintenance activities, conducting inspections, or operating standard tools and equipment. The position also requires occasional climbing, balancing, kneeling, stooping, crouching, pushing, pulling, and lifting when accessing facilities, equipment, park structures, or elevated work areas. Visual acuity is required to prepare and review documents, inspect facilities, operate a computer, and observe maintenance conditions. The position requires the ability to hear and communicate clearly, including speaking in loud or noisy environments, and the mental acuity to make sound decisions and respond effectively to operational issues, emergencies, and crisis situations.

Work Environment:

- Work is performed in both office and field environments. Office duties involve regular exposure to computer screens and typical business equipment. Fieldwork may involve exposure to outdoor weather conditions, heat, humidity, uneven terrain, moving mechanical parts, loud noise levels, dust, chemicals used in grounds and facility maintenance, and varying lighting conditions. The position requires travel between park sites, recreation facilities, and project locations, and may require occasional evening, weekend, or holiday hours to support department operations, special events, emergencies, or urgent maintenance needs.