



Name		Department	Parks, Recreation, Forestry, Buildings and Grounds
Position Title	Facilities and Marine Operations Manager		
FLSA	Exempt	Reports To	Deputy Director – Parks, Forestry and Facilities
Pay Grade	13	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The position of Facilities and Marine Operations Manager will plan, manage, supervise, direct, and evaluate the City’s ongoing capital, operational, and maintenance projects. This position is responsible for overseeing all operations and community engagement involving project delivery. Additionally, the employee implements long and short-range project planning objectives, project evaluation, and conducts community needs assessments. Responsibilities include planning, implementation, and monitoring of the departments project budget. This position also oversees all aspects of the City of La Crosse’s waterfront services which include, but are not limited to, marinas, boathouses, cruise ship landings, and piers. The purpose of this position is to plan, manage, supervise, direct, and evaluate the City’s building and grounds system, service operations, budgets, and personnel. This position is expected to exercise a high degree of expertise, initiative, and independent decision-making to ensure satisfaction.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Manages and monitors project operations to ensure the success and implementation of City of departmental objectives.
- Administers and manages service contracts, and other similar documents pertinent to the department operations.
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, contractors, and vendors.
- Develop and maintain partnerships with corporations and other entities for funding and collaborative capital resourcing.
- Coordinates project maintenance with third party and internal users.
- Maintains financial records, including scope of services, architectural and engineering contracts, expense schedules, budget projections, and analyses.
- Prepares and monitors compliance with the division budget.
- Ensures compliance with all Federal, State, and Local project regulations.
- Inspects and monitors all facilities, service staff, and projects on a regular basis to evaluate quality and efficiency of operations, systems, and compliance with operational standards and make the appropriate maintenance recommendations.

- Coordinates and manages maintenance plan for all department responsibilities coinciding with both long- and short-range strategic plans.
- Prepares RFPs and makes recommendations in the selection of contractor for all facility maintenance and new construction.
- Plan, coordinate and supervise outdoor fishing and boating programs includes serving as the liaison for all water related programs, projects, and special events with the WI Department of Natural Resources.
- Independently prepares and implements grant applications for federal and state funding for recreational facility projects as well as monitors grants for compliance.
- Work effectively with City of La Crosse Harbor Commissioners to solidify clear lines of communication for future shoreline development.
- Recommends capital project expenditures.
- Negotiates leases on behalf of the department.
- Representative of the City of La Crosse on the Board of Joint Harbor Commissioners.
- Meets and coordinates with community interest groups.
- Maintains confidentiality of all proprietary department information, participant personal data, and all personnel matters.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Interpreting and applying City policies and procedures.
- Promoting and enforcing safe work practices.
- Able to speak to large groups and members of the public concerning forward development of Parks and Recreation facilities.
- Attends training as assigned.
- Prepares reports and spreadsheets.
- Attends meetings as needed.
- Performs other duties as assigned or as necessary.

Minimum Training & Experience Requirements

- Bachelor's degree in Recreation Management, Physical Education, Parks Administration, or related field from an accredited college, plus two (2) years' experience developing and implementing recreational programs and activities involving aquatic facilities.
- Prior supervisory or leadership experience preferred.
- Must obtain a Certified Park and Recreation Professional (CPRP) National Certification within two (2) years of hire and an Aquatic Facility Operator (AFO) certification within six (6) months of hire.

- Valid motor vehicle license required.
- First Aid and CPR certification required.
- Proficient in Microsoft Office.
- Ability to communicate orally, and in writing with supervisors, staff, City employees, and the public.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure, assemble, copy, record and transcribe information and data.
- Ability to classify, compute, and tabulate data.
- Ability to counsel, treat, and mediate, and/or provide first line supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situation.
- Ability to utilize a wide variety of advisory data and information such as budget reports, timesheets, job applications, performance evaluations, safety and personnel policies, payroll records, registration lists, brochures, newspaper copy, event schedules, staff reports, program recommendations, billing statement, receipts, financial reports, grant applications, city maps, state and federal environmental regulations, fee schedules, facility use requests, tax reports, computer software operating manuals, equipment manuals, rule books, plan specifications, blue prints, land plats, recreation books/manuals, program forms, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and/or in writing with program participants, parents, school personnel, business organizations, state and federal organization, recreation organizations, sports clubs, volunteers, various city departments, professional associations, engineers, architects, construction representatives, park and recreation staff, news media representatives, council members, and the public.
- Ability to conduct presentations to the public, common council, or other various audiences.

Mathematical Ability

- Ability to add and subtract, multiply, and divide along with the ability to calculate percentages, fractions, and decimals.
- Ability to interpret basic descriptive statistical reports.
- Ability to use the principles of basic algebra, geometry, and accounting.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, and instructing.

- Ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgement criteria, as opposed to criteria which are clearly measurable.

Physical Ability

- Ability to operate, maneuver, and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, sports equipment, common hand tools, graphic arts tools, computer terminal, sound reinforcement equipment, telephone, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring moderate skills, such as cutting and typing.
- Ability to exert moderate to heavy but not constant physical effort, typically involving some combination of climbing and balancing stopping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation, temperature variations or extremes, violence, machinery, and disease may cause discomfort and poses a limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.