

Town of Damascus

"The Strength of a Town Lies in the Confidence and Cooperation of Its People"

PO DRAWER 576

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- POSITION TITLE: Project Manager
- CATEGORY: Parks & Recreation
- POSITION PLACEMENT: Appointed by the Town Council.
- PUBLIC SERVANT: Serves at the pleasure of the Council.
- REPORTS TO: Town Manager
- REQUIREMENTS: High school diploma or GED *plus* education and experience related to project setup and management, and construction and/or facilities maintenance.
- JOB SUMMARY: Under the direction of the Town Manager, provides direction of maintenance of parks and related facilities plus setup and completion of projects. Accountable for coordination of facilities upgrades, outdoor recreation projects, coordination related to facilities upkeep and contractors related to projects. Employee's actions will have considerable impact on financial resources, goodwill, and/or public assets of the Town. Significant interaction with diverse constituencies and public contact is required. Considerable independence in decision-making will be expected. (Performs related work as required.)

Duties as the Project Manager may include, but are not limited to:

1. Plan, organize, direct, and assist with construction projects, and evaluate the overall operating condition of the town facilities.
2. Coordinate activities with other agencies, town officials and Town Manager, ensuring that all laws, regulations, and procedures are followed.

3. Evaluate the overall operating condition of the town facilities as necessary and coordinate upgrades with Public Works or outside contractors.
4. Recommend and implement specific actions and ensure that decisions are implemented related to the town's recreation facilities.
5. Supervise maintenance of all recreation facilities, including direction of Public Works personnel to address necessary maintenance tasks.
6. Perform administrative activities of the Department related to any enhancement projects.
7. Perform safety talks for schools, professional organizations, civic groups, or other such groups which may be utilizing town facilities.
8. Keep records and prepare reports, including accident or infrastructure/facility condition reports, as necessary.
9. Assist with develop budgetary reports and requests for the Department, as necessary.
10. Plan, lay out, and direct the work of the Public Works Department as necessary to maintain facilities or implement facilities enhancements.
11. Establish and maintain an effective working relationship with the public, outdoor recreation organizations and other employees.
12. Exert themselves physically for short or extended periods of time during setup or takedown of events, maintenance of facilities, construction tasks, or other times.
13. Act as the point of contact for the Appalachian Trail Conservancy and Creeper Trail Conservancy related to town-owned facility's needs.
14. Additionally, may function as the Town's information technology point of contact and provide necessary IT services.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must react quickly and calmly in emergency situations and to determine proper course of actions; must be proficient in operation of facilities.
- Must be able to communicate clearly and professionally when representing the Town as the point of contact for the Appalachian Trail Conservancy, Creeper Trail Conservancy, USFS, and other recreation or tourism authorities (related to facilities).

- Must be able to coordinate personnel functions of the Public Works Department as necessary to maintain and enhance recreation facilities, and to assist in public works projects to assure that sufficient work force is available to complete projects successfully.
- Must be able to prepare necessary reports submitted to the Town Manager and Council, or to assist in relevant planning or construction projects; assist in preparing budget estimates and control the expenditure of allotted funds; ability to effectively use necessary tools and operate equipment necessary to the efficient operation of facilities or completion of projects.
- Ability to promote a favorable public image of the Town, encourage teammates to present a courteous attitude when dealing with the public; respond to complaints and questions in a cooperative, informative manor; speak before groups emphasizing positive aspects of the community and its facilities.

SPECIAL REQUIREMENTS:

- Valid State Driver's License, or ability to obtain one
- At least 5 years' experience in field related to construction, project managements, and/or facilities maintenance, or similar field.
- Ability to work long hours if necessary and physically capable to complete maintenance projects.