

Job Title: Operations Manager

Organization: Midland Downtown Park Conservancy

Location: Midland, TX

Closing Date: April 30, 2020

Job Description:

Function

The Operations Manager's primary responsibility is to oversee the execution of the day-to-day operations of Centennial Park on behalf of the Midland Downtown Park Conservancy (MDPC). Work includes planning, organizing, scheduling, coordinating, assigning, training and evaluating the work of subordinate parks maintenance crew, temporary employees, and contract workers.

Reports to: Executive Director

Position Duties

- Directly manage sanitation, security, horticultural, and maintenance staff and contract workers to ensure Centennial Park is clean, safe, and well-manicured, with systems (including electrical, mechanical, and plumbing) in good working order at all times while open to the public.
- Manage department schedules of all workers in the park.
- Supervise assigned staff including training, performance evaluations, assigning and organizing work, effectively recommending discipline and representing management in adjusting grievances.
- Develop and implement short, medium, and long-term work plans for a variety of operational work tasks and projects including building and grounds maintenance, equipment maintenance, land management, and horticultural needs.
- Perform frequent inspections of the Park to ensure all areas remain clean, safe, and maintained.
- Present budget recommendations to the Executive Director and other committees as necessary.
- Interpret federal, state and local laws, policies, rules and regulations, and guidelines pertaining to land management and the safe/effective use of tools, equipment, chemicals, and fertilizers.
- Receive and respond to inquiries, requests and complaints from the public regarding park operations.
- Prepare correspondence and reports relating to park operations.
- Attend meetings and make presentations related to park operations as directed.

- Identify, negotiate with, and manage specialized contractors and vendors for any needed maintenance work.
- Work with the events and programming staff to provide support for their activities.
- Provide other assistance to the Executive Director as requested.
- Perform other duties as assigned to ensure efficient operation of the Park.

Qualifications/Skills/Abilities

- Bachelor's degree in a relevant field is preferred, along with experience in business operations or property/grounds management, preferably in a managerial position.
- Advanced computer and office skills required, including Microsoft Outlook, Word, Excel.
- Ability to work outdoors in a public setting.
- Ability to work some weekends and evenings as needed for special events.
- Strong documentation skills and close attention to detail and accuracy.
- Superior communication skills, both written and oral.
- Ability to take initiative and complete project assignments independently and on-time.
- Ability to represent the park with a high level of integrity and professionalism, adhere to park policies and support management decisions in a positive, professional manner.
- Ability to multi-task and manage time well.
- Ability to lead others effectively, and work without supervision in a small office environment.
- Ability to maintain high degree of discretion and confidentiality.

Midland Downtown Park Conservancy is a Texas non-profit corporation formed to manage the new Centennial Park through an agreement with the Midland Chamber of Commerce, who is an equal opportunity employer. Centennial Park is currently under construction and scheduled to open in mid-2020. The park will serve as a premier green space and gathering place in downtown Midland.

The Operations Manager position offers a competitive benefits package and a salary commensurate with experience. Midland Downtown Park Conservancy offers a team-oriented atmosphere and the opportunity to provide exciting services to the community.

How To Apply

Interested applicants should send a resume and cover letter to Stephanie Martin at hr@centennialparkmidland.org with the subject line "Operations Manager." In the body of the email, include a cover letter expressing interest. Attach a resume in .doc or .pdf format.