

**JOB TITLE: Parks & Facilities Maintenance Director**  
**AGENCY: Hayward Area Recreation and Park District**  
**LOCATION: Hayward, CA**  
**FILING DEADLINE: March 14, 2025**  
**SALARY RANGE: \$199,297.44 to \$242,247.36 Annually**

### **THE POSITION**

Under general direction from the General Manager, plans and directs the activities and operations of the Parks and Facilities Maintenance Department, including the repair of the District's parks, landscaping, and recreational areas, and buildings; develops strategies, goals, and objectives to improve departmental services; acts as secretary to assigned District advisor committees; advises the General Manager on matters pertaining to departmental activities and provides highly responsible and complex administrative and analytical assistance; participates as a member of the District's Leadership Team and may serve as acting General Manager; coordinates department activities with other District departments and outside agencies; and performed related work as required.

This is an Executive Department Head classification with full responsibility for the management of multiple divisions within the District. The Director reports to the General Manager. This Director has frequent contact with Board Members, advisory committee members, community leaders, and other interested residents.

### **Duties include, but are not limited to, the following:**

- Develop, plan and implement department goals, objectives and processes; develop policies for consideration by the General Manager and Board and implement as approved.
- Plan and direct the activities of the Department. Coordinate activities with other departments and outside agencies and organizations. Analyze park and facility maintenance needs and user interest, availability of resources, maintenance activities.
- Prepare proposals concerning departmental activities, including grant proposals.
- Oversee maintenance of parks, playground areas, park facilities, parkways, and other landscaped areas, facilities and District buildings.
- Participate in the selection and management of outside contractors and consultants to ensure compliance with District standards and research contractor performance issues.
- Manage landscape and lighting assessment districts (LLAD's) and assist with annual engineering reviews and renewals.
- Review plans and drawings for capital improvement projects.
- Inspect damaged trees, shrubs, or turfs to determine corrective action; respond to emergencies.
- Coordinate on volunteer and community service programs.
- Supervise the District's Integrated Pest Management Program.
- Prepare and present reports to the Board of Directors and various committees and agencies regarding programs and services.
- Direct, oversee and participate in the development of the Department's work plan.
- Develop and administer the Department's budget and forecasting.
- Oversee Department procurement, purchasing and contract administration.
- Represent the District and Department as a liaison to Advisory Committees, School Districts and other governmental agencies.

For a complete list of duties, knowledge and abilities required by this role, [click here](#).

### **THE IDEAL CANDIDATE**

The ideal candidate will have strong parks and facilities experience. We need someone who is not afraid to make decisions and has strong administrative and budgeting skills. A thoroughly modern and professional manager in every sense is required. Further, we need a genuine, lighthearted person who enjoys talking with the staff regularly. While maintaining great morale, we need a professional administrator. A person who has stellar verbal and written communication is a must. This individual will be interacting with elected officials both in informal and formal settings. We want a true manager, not just a "fixer." We need someone who has a proven track record of bringing teams together with respect, honesty and tact. Coaching and mentoring skills are important.

### **ABOUT THE DISTRICT**

The Hayward Area Recreation and Park District, known locally as "H.A.R.D.," is an independent special use district created to provide park and recreation services for over 309,000 residents. Our boundaries encompass a 100 square-mile area, which includes the City of Hayward and the unincorporated communities of Castro Valley, San Lorenzo, Ashland, Cherryland, and Fairview. It also encompasses four school districts and various health clinics. Since its creation, the District has provided residents with many beautiful facilities and parks, many of which have received national and state recognition for their design, innovation, and beauty, as well as hundreds of educational and recreational classes and programs.

For more details about this opportunity, please visit the job brochure at: <https://koffassociates.com/wp-content/uploads/2025/01/Final-Brochure-HARD-PFMD.pdf>.

To be considered, please submit a resume, cover letter and five work-related references (who will *not* be contacted in the early stages of the recruitment) to: <https://koffassociates.com/hard-parks-facilities-maintenance-dir/>. Resumes should reflect years *and* months of positions held as well as size of past organization(s).

For additional information, please contact:

Chelsea Freeman

(510) 570-3844 | [chelsea\\_freeman@ajg.com](mailto:chelsea_freeman@ajg.com) | Website: <https://koffassociates.com/>