Position: Assistant Director of Facilities
Department: Facilities
Category: Park Staff
Reporting Relationship: Director of Facilities
Status: Part-time, Year round. 30 hrs/wk
Compensation: $14/hr starting

Overview: Greensboro Downtown Parks Inc. (GDPI) is seeking an Assistant Director of Facilities for LeBauer and Center City Parks in downtown Greensboro, NC. GDPI is a private non-profit organization formed to manage LeBauer and Center City Park through an agreement with the City of Greensboro. The parks serve as the central gathering space for Greensboro and the surrounding areas.

LeBauer and Center City Parks are an active, vibrant “town square” that host hundreds of programs and events per year, ranging from fitness classes to festivals and concerts. GDPI has studied great public parks across the country and brings best practices to the parks’ operations, programming, landscaping, and maintenance; GDPI is run with the highest standards for an urban public space.

The facilities team is primarily tasked with the maintenance and development of the physical park assets. This includes horticulture, janitorial, plumbing, electrical, and HVAC. This is a collaborative and dynamic position that requires physical and mental dexterity.

Duties and Responsibilities:
• Represent GDPI’s brand and mission in a positive way at all times
• Help to lead the maintenance and growth of a vibrant, urban park. Includes, but is not limited to:
  o Feature and interactive fountain operation, repair, and daily cleaning
  o Painting interior and exterior surfaces
  o Supervising and assisting horticultural team
  o Plumbing, electrical, HVAC repair, and/or supervision.
  o Supervise and assist janitorial team
  o Pressure washing
  o Hand, gas, and electric tool usage
  o Problem solving, landscape design, placemaking
• Assist program and special events staff with event set-up and break-down.
• Working outdoors, in a variety of weather conditions
• Senior weekend staff member, with some supervisory duties
• Ability to interact respectfully, regularly with the public.
• Identify emergency situations and responding accordingly. CPR and First Aid training available.
• Help to enforce park rules
• Work with an energetic, diverse team

Job Location and Conditions:
• 90% parks, 10% office (varies during seasons)
• Must be willing to work outside year-round, in all weather conditions
• Operate equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor
• Must be available to work early mornings, days, evening, weekends and holidays.
• Must wear uniform when on duty. Responsible for clean and neat appearance of uniform including tucked-in GDPI shirt, khakis or denim (not ripped), and optional GDPI hat and jacket
**Preferred Candidate:**
- Mechanically minded. Eye for detail.
- 2-3 years in a horticultural/facilities/maintenance position.
- CPO certification, or ability to acquire
- Ability to assess, prioritize, and complete multiple tasks simultaneously
- Experience supervising or leading groups of people to achieve shared goals
- Is self-directed. This position will be the facilities point person for most weekends.
- Ability to lift 40 lbs.
- Ability to prioritize and think quickly on your feet.
- Must have access to reliable transportation.
- Standing, walking, running: Must have ability to frequently stand, occasionally walk, and occasionally run. Must be able to stand, walk or run over flat terrain during entire shift.
- Good sense of humor.

**Post Offer Requirements:**
- Credential check
- Driving record check
- Criminal history, Child Protective Services registry, and sex offender record check

**Post hires requirements:**
- Completion of First Aid certification (every 2 years).
- Completion of OSHA training (annually).
- CPO certification within 90 days of hire

**To Apply:**
Please submit the following to Justin Leonard, Facilities Director at facilities@greensborodowntownparks.org
- A cover letter outlining your qualifications for this position.
- A résumé detailing your work history as it aligns to the requirements of this position.
- Copies of any relevant, up-to-date certifications as they align with the requirements of this position.

Greensboro Downtown Parks, Inc. is an Equal Opportunity Employer.