



Parks & Facilities Maintenance Director

The Hayward Area Recreation and Park District seeks an experienced and professional Parks and Facilities Maintenance Director. The salary range is from \$199,297.44 to \$242,247.36.



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.

In 1944, representatives of the City of Hayward, various school districts, and local civic organizations developed a proposal for the establishment of the Hayward Area Recreation and Parkway District. When an initiative was placed on the November 7th ballot, the residents voted overwhelmingly for the creation of the District, which was officially formed on December 11, 1944. In 1958, the District changed its name to the Hayward Area Recreation and Park District and has become the largest recreation district in the State of California.

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.

Further, we are a District that truly values its staff. We have worked hard to create a vibrant, positive and enduring culture. One example of this is our highly competitive benefits package.

Mission

H.A.R.D.'s mission is to enrich the quality of life for all community members by providing a wide range of recreational activities, parks, and facilities that meet the diverse needs and interests of the entire community and promote health, well-being, learning, and fun.



District Governance

H.A.R.D. is governed by an elected five-member Board of Directors and holds monthly Board Meetings on the first and third Mondays of each month. The District operates under the Board/Manager form of government. The General Manager is appointed by the Board and is responsible for carrying out the Board's policy directions. For more information, check out our [Board of Directors](#) page.

Our Vision

We deliver exceptional park and recreation services and facilities to all the people and communities we serve by:

- Maintaining safe, clean, and green parks and facilities.
- Providing extensive programs and facilities that meet the diverse needs and interests of all the people and communities in our service area.
- Engaging, listening, and communicating effectively with all of our residents.
- Collaborating with all of our partners for mutual benefit.
- Providing a great place to work and supporting a talented and motivated staff.
- Enhancing environmental sustainability, justice, equity, diversity, and inclusion.
- Maintaining stable funding to meet our goals.

Park and Facility Maintenance Department

The Parks and Facilities Maintenance Department is responsible for the maintenance, repair, construction, and cleaning of all the parks and facilities within the Hayward Area Recreation and Park District.

The mission of the Department is to maintain parks and facilities to be safe, clean, and green. This is accomplished by proactively seeking new ways to operate more efficiently and be more environmentally sustainable.

The Department works closely with the Capital Planning and Development Department to provide historical knowledge about facilities and property and ensure future projects meet District and public needs.

The Department oversees the repairs, maintenance, and construction of minor improvements at over 100 parks and facilities within the District. The Department provides everything from landscape maintenance and custodial services to building trade needs. This includes managing the work order and customer request system, overseeing preventative maintenance programs, and providing timely responses to public works incidents and emergencies.

The department is broken into four divisions: Grounds, Maintenance, Custodial, and a Turf and Water Management Division. To learn more about the department and its divisions, click [here](#).

Values

- **Diversity:** Programs and facilities in our district reflect the varied needs and interests of the residents we serve.
- **Serving:** Provide prompt, high quality, transparent service because every customer and community deserves to be well served.
- **Sustaining:** Our decisions and actions support environmental and financial sustainability.
- **Collaborating:** Enter into partnership relationships with people and organizations to benefit the involved parties and the community.
- **Listening:** We listen to and respond to the diverse needs of the people we serve.
- **Staff:** Recognizing their importance to accomplishing our mission, we invest in and support staff and provide an excellent workplace.

About 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.

Selected Duties

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.

Minimum Qualifications

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

EITHER:

Education: A bachelor's degree from an accredited four-year college or university with a major in landscape architecture, ornamental horticulture, park management, construction management, forestry, architecture, engineering, construction management, public administration, or a related field, is required. Possession of a Master's Degree is highly desirable.

Experience: Six years of professional and responsible experience developing and managing programs in parks and facilities maintenance, including at least five years in a supervisory capacity.

OR:

In lieu of education: Ten years of professional and responsible experience developing and managing programs in parks and facilities maintenance, including at least five years in a supervisory capacity.

Licenses, Certificates and Special Requirements:

- Possession of a valid California Class C drivers' license, and Certificate of Automobile Insurance for Personal Liability.
- Possession of a valid Pest Control Advisors license (PCA) issued by the State of California, Department of Pesticide Regulation is desirable.
- Arborist Certification from the International Society of Arboriculture is desirable.
- Must be 18 years of age at time of hire.

Compensation and Benefits

The annual salary range for this position is \$199,297.44 to \$242,247.36. Actual salary will be dependent upon experience and qualifications. In addition, H.A.R.D. offers an attractive benefits package that includes:

- CalPERS 2% at 62 for new CalPERS employees hired after January 1, 2013; 2% at 60 for classic members.

- Choice of two health plans for employees and their dependents. The District pays the full family-level premium for the Kaiser rate. The medical plans offered to employees is United Healthcare HMO or Kaiser Permanente HMO.
- Comprehensive dental plan for employees and their dependents that is paid for by the District.
- Vision insurance paid for by the District.
- Up to 28 paid days off per year for all new hires. This is made up of: 10 working days paid vacation annually; 12 paid holidays and 3 paid floating holidays annually; Winter holiday—paid time off between Christmas Day and New Year's Day.
- 40 hours of Paid Administrative Leave for Exempt Employees. May accrue an additional 40 hours per year for a total of 80 hours per year.
- Sick leave – 8 hours per month.
- Life and AD&D Insurance (\$75,000) paid for by the District.
- Long Term Disability Insurance paid for by the District.
- Flexible Spending Accounts (FSA): Dependent Care and Health FSA.
- Employee Assistance Program.
- Post-employment healthcare plan contribution of 3% of base salary paid by District.
- Social Security retirement benefit.
- 457 Deferred Compensation Plan.
- Tuition Reimbursement Program up to \$6,000 per Fiscal Year.

Application Process

The final filing date is March 14th, 2025. 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:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the District. The District will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

The Hayward Area Recreation and Park District is an Equal opportunity Employer. In compliance with the Americans with Disabilities Act, the Hayward Area Recreation and Park District will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.