

**OPERATIONS MANAGER – PARKS & RECREATION  
CITY OF CUYAHOGA FALLS  
(Open to internal and external candidates)**

The City of Cuyahoga Falls is seeking a highly qualified individual for the position of Operations Manager in the Parks & Recreation Department.

***Job Objective***

Organizes, develops, and supervises the Parks and Recreation Maintenance divisions, facilities, and public parks.

***Minimum Qualifications***

Bachelor's Degree in Construction Management, Engineering or a related field is required. Experience in maintenance and repair work, with a focus on project management; and at least four years of experience in a supervisory role is required. Any equivalent combination of education and experience that provides the required knowledge, skills and abilities will be considered.

***Special Requirements***

Must possess a valid State of Ohio driver's license and ability to maintain continuing eligibility under the existing City driver eligibility standards.

Certification as a Certified Pool Operator (CPO) or Aquatic Facility Operator (APO) is preferred and may be required within one year of employment.

***Required Knowledge, Skills and Abilities***

Knowledge of proper preventative maintenance programs; materials, equipment, and supplies relevant to maintenance and repair work; construction and project management; budgeting; safety; and OSHA standards. Skilled in managing repair and maintenance as it pertains to boilers, pumps, HVAC, swimming pool equipment and systems, and other mechanical systems. Ability to lead and direct a crew of workers to accomplish tasks; communicate orally and in writing; establish effective working relationships with fellow employees, subordinates, and the public.

***Additional Information***

Candidates must be a non-smoker and non-tobacco user, including but not limited to cigarettes, cigars, pipes, snuff, etc. for the duration of their employment with the City of Cuyahoga Falls.

Starting annual salary is \$64,437. After 5 successful years in the position the annual salary is \$85,435.

The typical workweek is Monday – Friday; 8:00 am to 5:00 pm. Evening and weekend hours will occasionally be required.

***How to Apply***

Interested candidates must submit a City of Cuyahoga Falls Civil Service Application and detailed resume to the Human Resources Department. Applications can be found online at [www.cityofcf.com](http://www.cityofcf.com).

Wednesday, June 5, 2019. Applications can be submitted in person at the Human Resources Department (2<sup>nd</sup> floor of City Hall) or mailed to:

City of Cuyahoga Falls  
Attn: Civil Service Commission  
2310 Second Street  
Cuyahoga Falls, Ohio 44221

NO FEE IS REQUIRED FOR THIS POSITION.