

Special Projects Lead Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs highly skilled tasks in the completion of special projects for the Genesee County Parks and Recreation Commission. Works independently under the direction of the Parks Superintendent. Performs related duties as required.

STATEMENT OF TASKS:

Oversees daily activities of Special Projects crew;
Coordinates the work of Special Projects crew;
Develops detailed project plans, timelines, and resource allocation for assigned projects;
Plans and coordinates non-routine and/or high-priority maintenance and improvement projects across the Parks system;
Leads the execution of special maintenance projects;
Collaborates with supervisors and divisions of the Parks Department;
Ensures adherence to safety protocols, quality standards, and timelines;
Maintains tools and equipment to ensure good working condition;
Tracks and reports project progress and resource needs to Parks Superintendent;
Maintains accurate records of all project activities, work orders, and materials;
Supports ongoing maintenance operations;
Maintains a collaborative relationship with other Divisions of the Department.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to understand and carry out complex oral and written directions.
Skills in reading blueprints, technical drawings, and equipment manuals.
Ability to manage multiple projects in a dynamic environment.
Detailed knowledge of safety policies and procedures.
Ability to work independently or as part of a team.
Ability to maintain good interpersonal relationships and communicate effectively.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; vocational training or apprenticeship preferred, AND minimum five (5) years proven maintenance experience AND management experience.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.
Possession of valid Michigan driver's license.
Must be willing to wear prescribed work uniform.
Ability to physically perform the assigned work.