

Virginia Key Beach Park Trust Grounds Keeper Supervisor

This is a specialized position, including highly responsible administrative work and supervision over personnel, performing duties with facilities and grounds maintenance.

The position's candidate should possess independent problem solving abilities, and have excellent organizational and communication skills. An employee in this classification should have considerable knowledge of modern management and supervisory principles; and some knowledge of governmental purchasing practices, principles and techniques. Must be able to work flexible hours, including nights and weekends.

The duties of this position include, but are not limited to the following: directs and supervises facility and grounds maintenance personnel; maintains inventory of materials, supplies, equipment, etc. Represents the Virginia Key Beach Park Trust in meetings pertaining to construction projects, events; serves as a liaison between the Trust and community organization; prepares administrative and/or fiscal reports pertaining to facility operations and maintenance; makes recommendations concerning program implementation and possible improvements; provides operations and facilities support to organizations seeking to use beach park facilities; develops, coordinates and manages the beach park's operational readiness and logistics for approved event schedule. Become familiar with city codes and zoning; coordinate with city parks department.

REQUIREMENTS:

Associates degree in Public Administration, Business Administration, Parks and Recreation management or related field; and considerable (2-4 years) experience in management and some (6 months – 2 years) supervisory experience. Possession of a valid Florida Driver's License is required; proof of citizenship or legal residency.

OR

Equivalent combination of training (1-2 years) and experience (2-4 years) beyond High School Diploma

Send resume to: Virginia Key Beach Park Trust, 3861 Rickenbacker Causeway, Miami, FL 33149, **fax resume to:** 305-960-4620 or **e-mail resume to:** gforchion@miamigov.com