

Field Services Manager (Salary \$50K-55K)

Westchase District is seeking to hire an individual to manage all maintenance services associated with keeping a well-maintained public realm. Job responsibilities will include, but are not limited to, coordinating with various vendors and WD staff to address maintenance needs at Woodchase Park and other open spaces throughout the District.

Duties and Responsibilities

- Accountable for the cleanliness and material condition of all WD outdoor assets.
- Responsible for the management and enforcement of all field services contracts.
- Oversee contracts involving the maintenance of District parks, trails, landscaped rights-of-way, bus shelters, and street signage initiated by or assigned to the District.
- Monitor conditions of the public infrastructure, such as roadways, traffic signals/devices, curbs and coordinate maintenance repairs with corresponding agency.
- Perform site inspections and monitor progress of all maintenance work authorizations.
- Review invoices and ensure billed amounts are justified by the services rendered.
- Serve as the “point of contact” for District on-site activities and inquiries with service contractors, government agencies, or other associations and organizations as needed.
- Collect and analyze data on handheld smart phones/tablets.
- Other duties as assigned.

Qualifications

- Previous experience with landscape or facilities maintenance.
- Intermediate knowledge of repair and maintenance practices.
- Strong communication skills, both verbal and written.
- Email skills are critical.
- Fluent in English; Spanish proficiency is helpful.
- Strong relational skills. Ability to work in teams and with the public.
- Basic business writing skills.
- Intermediate computer skills: Outlook for email, Excel for data analysis and other MS Office programs.
- Must have a High School Degree, some college is preferred.
- Possession of a valid Texas State driver’s license with good driving record.
- Driven, energetic doer and leader.
- Must be comfortable working outdoors, in all seasons.

Benefits

Comprehensive benefits package, which includes competitive salary, health insurance, qualified retirement plan fully funded by the employer, 11 paid holidays, and paid vacation days.

Westchase District is an Equal Opportunity Employer.

Please send resume to Irma Sanchez via email to isanchez@westchasedistrict.com.