



Director of Operations Warren County Park District

Help Build an Exceptional Organization and Exceptional Parks

Warren County Park District is seeking a **Director of Operations** to help lead a bold vision for parks, trails, and green space in Ohio's Largest Playground. This is a rare opportunity to shape the future of a growing county-wide park system by helping create safer, more welcoming parks, renewing aging infrastructure, supporting conservation-focused land management, and building systems that deliver positive park experiences for every guest.

If you are energized by the idea of combining leadership, field operations, long-range planning, stewardship, and team development, this could be the right next step in your career. The Director of Operations serves as a key bridge between Park District administration and field operations, translating organizational priorities into high-quality results across parks, trails, facilities, and natural areas.

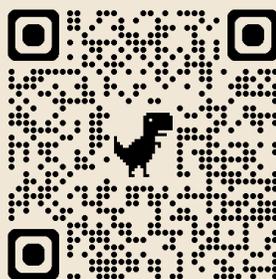
What You'll Do

You will lead and support operations across a diverse system that includes parks, trails, sports fields, facilities, golf operations. You'll work with supervisors and staff to develop maintenance standards, long-term maintenance plans, and project priorities. You'll also help guide infrastructure renewal, asset management, safety systems, and stewardship practices that protect the Park District's natural character while improving the visitor experience.

Why Warren County Park District

Warren County Park District is uniquely positioned to lead a regional approach to parks, trails, and green space — preserving our county's natural legacy, fostering partnerships and bridging boundaries, and connecting people with nature and each other. The Park District's work helps support a healthier, more resilient, and more unified county while helping Warren County live up to its reputation as Ohio's Largest Playground.

Apply Online at
warrencountyparks.com/jobs



Position Snapshot

Title: Director of Operations

Status: Full-Time, Exempt

Location: Armco Park, Lebanon, Ohio

Compensation: ~\$75,000/yr DOQ

Benefits

Health Insurance, No Employee Cost

Vision, Dental Insurance

OPERS Retirement Plan

Ohio Deferred Compensation 457 Plan

Park District Perks

- Free golf, boat, and facility rentals

Deadline to Apply - April 6, 2026



POSITION DESCRIPTION

Director of Operations

Reports To:	Chief Executive Officer (CEO)	Status:	Full Time, Exempt
Reporting Location:	Armco Park 1223 North State Route 741 Lebanon, OH 45036	Compensation:	\$75,000+ per year, DOQ
		Revision Date:	03/06/2026

Summary

The Director of Operations:

- Directs and coordinates maintenance and operational activities across Park District properties to ensure parks, trails, and facilities are clean, safe, functional, and welcoming for visitors.
- Oversees operational management of park maintenance, golf course maintenance, facilities management, fleet and equipment, and capital maintenance projects.
- Ensures consistent, high-quality operational standards across all Park District properties.
- Provides leadership to staff responsible for park maintenance and operations, including Park Supervisors and the Golf Superintendent.
- Serves as a key link between Park District administration and field operations, translating organizational priorities and policies into operational practices while providing leadership with feedback regarding operational needs, infrastructure conditions, and maintenance priorities.
- Assists the CEO in the implementation of Park District strategic initiatives, operational planning, and coordination of capital improvement projects.

Characteristic Duties and Responsibilities – Essential Functions

The following duties are performed personally and/or through leadership of subordinate staff:

Leadership and Supervision

- Leads the Operational Services Division, implementing Park District policies, initiatives, strategies, goals, and projects related to park maintenance, facilities management, and operational services.
- Directly supervises Park Supervisors and the Golf Superintendent and provides leadership, guidance, and support to operational staff throughout the park system.
- Selects, hires, trains, coaches, and evaluates operational supervisory staff and oversees recruitment, supervision, and performance of maintenance staff in coordination with Park Supervisors.
- Promotes a positive and collaborative workplace culture that values teamwork, accountability, mutual respect, and trust among staff. Works with Park Supervisors to identify staff strengths, develop employee skills, and support professional growth.
- Understands day-to-day park operations and maintenance activities, supports field staff, and guides operational decision-making.
- Administers contracts and service agreements and monitors contractor performance to ensure compliance with Park District standards and contract requirements.
- Serves as Acting CEO in the absence of the CEO, as assigned.

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Park System Operations

- Oversees maintenance and operational management of all Park District parks, trails, buildings, infrastructure, and grounds.
- Develops and implements systemwide maintenance standards, operational procedures, and long-term maintenance plans in collaboration with Park Supervisors.
- Evaluates park operations and maintenance practices to improve efficiency, sustainability, natural resource stewardship, visitor experience, and safety.
- Ensures maintenance practices support stewardship of natural resources, including appropriate mowing practices, invasive species management, and habitat protection / enhancement.
- Coordinates and oversees project-based work across park properties, ensuring maintenance and improvement projects are prioritized, scheduled, and completed efficiently.
- Coordinates operational response to emergencies including snow, severe weather events, infrastructure failures, or other situations affecting park operations.

Equipment and Facilities

- Oversees Park District fleet, equipment, and tool inventories, including planning for equipment replacement, maintenance, and procurement.
- Oversees purchasing of equipment, materials, and supplies for operations in accordance with Park District policies and budget guidelines.

Capital Projects and Infrastructure

- Oversees implementation of capital maintenance, construction, and park development projects, as assigned.
- Assists the CEO with long-term operational planning, capital maintenance needs, infrastructure improvements, and asset lifecycle management.

Safety and Compliance

- Develops operational procedures and safety protocols, ensures compliance with safety regulations and risk management requirements, and ensures staff receive appropriate training and certifications.
- Maintains operational records and documentation related to maintenance activities, safety compliance, inspections, and infrastructure management.

Financial Management

- Prepares and manages the Operational Services Division budget including maintenance activities, equipment purchases, supplies, and contracted services.
- Monitors expenditures and recommends adjustments as necessary.

Coordination and Communication

- Coordinates operational needs with other Park District divisions and administrative leadership to ensure park properties support recreation, conservation, and community engagement.
- Ensures communication between administrative leadership and park operations staff.

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- Communicates effectively with staff, visitors, contractors, and partners and responds to operational issues, facility concerns, and customer complaints.
- Participates in organizational planning, assists the CEO in aligning operational priorities with administrative objectives, and prepares operational reports and performance metrics for the CEO and Board.
- Attends Board of Park Commissioners meetings, as assigned.

Performs other duties as assigned or apparent. Assists with related duties on a temporary basis in other work locations or areas as assigned.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of park operations and maintenance practices including groundskeeping, landscaping, facility and infrastructure maintenance, trail maintenance, operation of maintenance equipment, and conservation/natural resource land management practices.
- Knowledge of facilities management principles including maintenance planning, asset lifecycle management, and infrastructure upkeep.
- Knowledge of supervisory and management principles including staff leadership, performance evaluation, and team development.
- Knowledge of applicable safety regulations and risk management practices related to park maintenance and equipment operations.
- Knowledge of Park District mission, philosophy, and goals, and ability to apply those principles to operational decision-making.
- Demonstrated ability to lead professional and technical staff and foster teamwork and collaboration.
- Strong organizational and logistical skills with the ability to plan, prioritize, and manage multiple projects simultaneously.
- Ability to analyze operational needs, collect relevant data, and make sound decisions regarding resource allocation and maintenance priorities.
- Strong verbal and written communication skills and ability to maintain effective working relationships with staff, park visitors, contractors, and community partners.
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency in leadership.
- High ethical standards with demonstrated trust, integrity, and credibility.
- Ability to maintain confidentiality regarding sensitive personnel and operational matters.
- Proficiency with commonly used office software including Microsoft Word, Excel, PowerPoint, and Outlook.

Required Education and Experience

- Must meet one of the following criteria at time of employment:
 - Four (4) year degree from an accredited college or university in Business Administration, Environmental Science, Facilities Management, Forestry, Horticulture, Natural Resources, Park Management, Public Administration, Recreation or a related field and at least five (5) years of

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relevant experience with a park, natural resource or conservation agency or closely related private sector employer; **or**

- Ten (10) years of progressively responsible experience in park operations, facilities management, construction, grounds maintenance, or a closely related field.
- The following are also required:
 - Five (5) years prior experience in a supervisory position with demonstrated leadership and staff management ability.
 - Valid driver's license with an acceptable motor vehicle record allowing insurability by the Park District's current vehicle insurance carrier.
 - Good character with no history of serious criminal activity (felony convictions) and ability to be bonded against dishonesty and theft by the Park District's liability insurance carrier.

Preferred Additional Education and Experience (not required)

- Master's degree in business administration, public administration, parks management, or a closely related field.
- Certified Park and Recreation Professional (CPRP).
- Experience overseeing capital improvement or infrastructure projects.

Work Environment & Schedule

This position is a full-time, exempt position. Maintains flexible schedule which may include evenings, holidays and weekends and is prepared for on-call maintenance during emergencies. Requires ability to work in all outside weather conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees). Involves work around various outdoor contaminants and airborne and plant allergens. Some work assignments and tasks will require exposure to and work in inclement weather conditions. Travel within the county, state, and US may be required. While performing the duties of this job, the employee may be required to use a computer/laptop, telephone, operate a Park District or personal vehicle, and/or operate various park maintenance equipment.

Physical Demands

General good health and ability to perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The employee must be able to traverse improved and unimproved surfaces both indoors and outdoors. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The physical ability to perform labor and the tasks noted above is required of this position as well as possession of the ability to effectively, efficiently, and safely complete assigned tasks in a timely manner.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to CEO approval.