Tower Grove Park is known for its unique, historic Victorian architecture, its extensive network of trails, and its signature community events and activities such as the Farmer’s Market and the Festival of Nations. However, one of the main attractions for our 2.5 million annual visitors is the 289 acres of green open spaces and woodlands that serve as a natural oasis in the middle of a densely populated, diverse urban area. The living landscape of Tower Grove Park includes 6,900 trees, hundreds of varieties of woody shrubs, stunning horticulture, and many acres of grassy turf in which Park visitors can relax, socialize, exercise, study, and enjoy nature.

Tower Grove Park operates with our core values in mind: accountability, stewardship, teamwork, welcoming, leader, and fun. We encourage all our employees to strive to fulfill these core values to create the best possible experience for our guests.

POSITION OVERVIEW:

This vital role for Tower Grove Park is a member on the Park’s Senior Leadership Team. The position is a key component to managing the infrastructure and natural assets of the Park. The Director of Operations and Special Projects will be responsible for the management of the Maintenance, Horticulture, Arboriculture, and Security crews. In addition, they will oversee any contractual work performed within Tower Grove Park.

The Director of Operations and Special Projects, with their team, provides recommendations for and ensures compliance with operational policies, priorities, and standards relating to park operations to achieve long and short-term program objectives. They develop department wide goals and objectives, oversee all tasks related to the regular and preventative maintenance and repair of park grounds and buildings, and oversee all construction projects, mowing, forestry, snow removal, landscaping, and horticulture duties.

WHAT YOU’LL DO:

- Work with other members of the Senior Leadership Team to develop and implement the strategic goals and Core Values of the Park.
- Administer the annual budget including monitoring and approving budget expenditures and making revenue and expenditure adjustments to stay within budget. Provide recommendations for the budget based on analysis of park needs.
- Evaluate the productivity of staff, develop work schedules, and make assignments and decisions judiciously.
• Maintain inventory of all equipment, tools, and vehicles; negotiate purchase and contracts, including research and bid specifications.
• Investigate and assist with responses to citizen comments regarding park areas and facilities.
• Work interdepartmentally to ensure Park needs are met in effective and timely ways.

WHO WE’RE LOOKING FOR:

Tower Grove Park seeks a Director of Operations and Special Projects who enjoys interacting with people, building successful supervisory relationships with staff, and investing in the day-to-day and strategic needs of the Park.

The ideal candidate for this position will have an Associate’s or Bachelor’s degree in Forestry, Horticulture, Parks and Recreation, or a related field. An ideal candidate will also have a minimum of ten (10) years of experience, five (5) of which showing progressive supervisory experience. Experience and ability to meet and deal tactfully with employees, the public, and vendors. Successful candidates will have experience creating productive teams, scheduling, record keeping, and report preparation. Successful candidates will have experience and knowledge in operating automotive vehicles and heavy equipment in a safe and efficient manner and knowledge of tools, materials, and practices involved in grounds maintenance. This position is a best fit for candidates who can handle multiple projects and team members simultaneously in a fast-paced environment.

This position is based out of the Tower Grove Park office. Office hours are Monday-Friday, 8:30AM-5PM with flexibility to work remotely on a limited basis. Some evenings, nights and weekends will be required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Salary range is $75,000-$90,000 based on experience.

Tower Grove Park offers a comprehensive benefits package to all full-time employees. Benefits include medical, dental, vision, life, and short-term disability insurance as well as a retirement plan. Tower Grove Park observes 12 paid holidays in addition to paid time off as well as reduced cost for use of Park facilities.

DIVERSITY & INCLUSION

Tower Grove Park is an Equal Opportunity Employer. We are also committed to creating a diverse and inclusive workplace. All qualified applicants will be considered regardless of race, color, religion, gender, gender identity/expression, sexual orientation, national origin, disability, age, or veteran status.

Please return all applications to jobs@towergrovepark.org.