



GRATIOT COUNTY PARKS AND RECREATION COMMISSION
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Job Description

PARK MANAGER

TITLE: Park Manager (Seasonal)

Status: Seasonal – Mid-May thru Labor Day (may be modified to accommodate return to school schedule)

Classification: General Non-Union.

FLSA: Non-Exempt

Reports to: Director of Parks and Recreation

Date Revised: July 12, 2011

POSITION SUMMARY:

Under the general supervision of the Director of Parks and Recreation, supervises, manages and schedules subordinates and participates directly in the care and maintenance of buildings, grounds, motorized and non-motorized equipment and recreational facilities. Assists with park improvement projects as personal skills and knowledge allow. Remains vigilant for situations and/or conditions potentially harmful to park visitors and acts reasonably and quickly to reduce or eliminate the chance that personal injury or property damage may result.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Illustrative Only – This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)

1. Opens and closes, locks and unlocks facilities as needed.
2. Schedules work assignments, monitors work in progress, and, upon completion, evaluates the quality of work performance.
3. Supervises subordinates and participates in the maintenance of the park, performing general grounds upkeep such as mowing and trimming shrubs, grooming flower beds, planting and transplanting trees and shrubs, fertilizing, and insect and disease control.
4. Supervises subordinates and participates in the maintenance of toilet buildings, pavilions, shelters, and picnic tables and grills. Enforces standards of cleanliness and sanitation.
5. Reports the need for vandalism repair, trash removal, and on-going maintenance for nature trails, roads, bridges, parking areas, gates, fences, signs and recreation equipment.
6. Assists in the planning and completion of major maintenance and development projects.
7. Completes and files required equipment, supply, fuel use, Work Assignments, payroll, Accident/Incident Reports and other records/forms in a complete and timely manner.
8. Conducts safety inspections and promptly cleans and/or repairs discovered defects.
9. oversees employee compliance with county safety programs including Hazard Communication (“Right-To-Know”), Blood Borne Pathogens, vehicle seat belt use, smoke-

free environment (buildings and vehicles) and OSHA/MIOSHA rules that pertain to use of personal protection equipment. Initiates disciplinary procedures against employees who violate the safety program.

10. Interprets the *Gratiot County Park Rules Ordinance*. Patrols park to prevent fires, vandalism, and theft. Monitors behavior of park visitors. Cautions visitors against infractions of the *Ordinance*. Seeks police assistance to eliminate unresolved problems.
11. Greets visitors and provides information pertaining to park use, safety requirements, and area points of interest.
12. Assists persons with injuries to obtain appropriate medical care.
13. Performs other related duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this Job Description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

1. Able to operate a motor vehicle. Possess a valid Michigan driver's license with a good driving record.
2. Able to safely and proficiently operate lawn mowing and string trimming equipment.
3. Able to recognize and respond effectively to emergency situations.
4. Possess reasonable knowledge of tools and equipment, materials and supplies used in building and grounds maintenance.
5. Knowledge of the proper use and care of motorized and non-motorized equipment.
6. Ability to read, interpret and carry out a variety of instructions furnished in written, oral, or diagrammatic form.
7. Ability to deal effectively and courteously with park users.
8. Ability to work independently and to complete assigned tasks.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Age: Minimum 18 years of age. Federal and state child labor laws and the general nature of work tasks preclude the hiring of a minor for this position.

Education: Possession of a high school diploma or equivalent. Consideration will be given to applicants who are unable to meet this requirement but who are able to demonstrate significant prior applicable work experience.

Experience: Minimum 6-months of on-the-job experience obtained in a similar job setting, or other acceptable combinations of education and work experience.

Certification: None.

PHYSICAL/MENTAL REQUIREMENTS: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

1. Visual acuity to carefully survey physical surroundings at all times.

2. Able to walk and stand for long periods of time.
3. Mental capacity to exercise good judgment and make basic decisions.
4. Able to bend, reach, stoop, crouch, kneel, and climb to perform maintenance tasks.
5. Able to lift and carry up to 50 pounds for a distance of 25 feet occasionally, up to 5 pounds frequently, or a small amount of weight constantly to move objects.
6. Able to traverse over uneven ground in a timely manner to perform maintenance tasks or lend assistance to an injured person.
7. Hearing acuity to listen and communicate effectively in person. Able to recognize and comprehend oral statements of others, and noises associated with danger or calls for help.
8. Self-confidence and leadership to enforce policies, rules and procedures in a reasonable and business-like manner.

WORKING CONDITIONS:

1. Works outside in all types of weather conditions.
2. Exposure to caustic cleaning chemicals used to perform janitorial tasks.
3. Exposure to motorized equipment and hand tools where a risk exists of getting cut, bruised or scraped.
4. Exposure to odors of paint, stain, gasoline and chemicals used in routine and periodic maintenance operations.
5. Exposure to occasionally irate people.
6. Exposure to animals, insects and rodents within the park.
7. Must be willing to work weekends and holidays.
8. Must attend a mandatory paid pre-season training and orientation program generally held on a Saturday in mid-May.

Gratiot County provides personal protection equipment and safety training to employees exposed to on-the-job hazards that might cause them personal injury. It is required that employees will use the equipment and training when performing any potentially hazardous task. The probability and severity of being injured on the job is lessened through the use of personal protection equipment and adherence to proper job procedures. Failure to use the equipment and training provided will result in disciplinary action, up to and including termination of employment.

NON-DISCRIMINATION:

Employees of Gratiot County and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, gender, national origin, disability, marital or veteran status, age, the presence of a non-job-related medical condition or handicap, or any other protected status.