

Seneca Parks - Position Description

TITLE: Operations Manager

PROGRAM: Operations / Natural Resources

<p>Title of Supervisor: Executive Director</p>	<p>Exempt: X Non-Exempt:</p>
<p>Work Schedule: 40 hours a week, flexible, typically, 8:00A – 4:30P, M-F and evenings and weekends as necessary. Daily schedule may be adjusted seasonally and based on specific project requirements.</p>	<p>Status: Full-time Pay Grade: \$45,000-\$58,000</p>

POSITION SUMMARY:

Manage Park District properties and structures to assure the highest standard of operation, maintenance, and public service.

POSITIONS SUPERVISED:

- Natural Resource Coordinator
- Park Manager(s)
- Park Technician(s) (Park Tech)
- Park Seasonal employees
- Interns

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct and manage staff: establish goals, priorities, work standards, training, and procedures; provide direction and guidance.
- Inspect parks daily to assure cleanliness of park and park facilities. Work with staff to thoroughly clean and maintain parks.
- Inspect equipment and work with crew to thoroughly maintain park equipment on a regular basis.
- Develop priorities and work plans for general maintenance and improvement projects and implement those projects.
- Under the direction and authority of the Executive Director, implement park projects associated with the Comprehensive Plan, Strategic Plans, Master Plans, etc. for each park.
- In collaboration with the Natural Resources Manager, carry out land management activities and assist with the development of new projects.
- Represent the Park District to various local government, civic, and community organizations.
- Assure preparation of required reports, statistics, etc.
- Assure compliance with all safety regulations.
- Support Naturalists as required.
- Replace or repair equipment as required. Develop equipment and vehicle replacement schedule.
- Replace or repair park structures/signs as necessary.
- Maintain supply inventory and purchase supplies as needed.
- Serve as a member of the staff Administrative Team, participating in the development of operational strategy and policy.
- Performs other duties as required or assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated broad understanding of natural resources.
- Broad, general maintenance skills: understanding of construction and facility maintenance; ability to read construction specifications.
- Knowledge of area's history.
- Supervisory and leadership skills.
- Excellent written and oral communication skills.
- Excellent customer service skills.
- Must either possess required certifications prior to employment or be eligible to be certified and maintain all certifications for the job upon employment.
- Possess and maintain valid Ohio driver's license, personal auto insurance, and ability to be insured under park insurance policy.
- Problem-solving and troubleshooting skills.
- Computer skills: spreadsheets, word processing, data entry.

ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear.
- The employee frequently is required to use hands and fingers, handle or feel and is required to reach with hands and arms.
- The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell.
- The employee must regularly lift and /or move up to 25 pounds and may occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces.
- The employee may be exposed to animal and/or human body fluids.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIUM QUALIFICATIONS:

- Associates or Bachelor's Degree in Natural Resources or related field preferred.
- 3-5 years site management experience in parks, recreation, or natural resources field.
- 3-5 years in supervisory management.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of Seneca Parks and its constituents, as well as possess and demonstrate an appreciation of the philosophy and objectives of Seneca Parks.

The employee:

- is responsible to maintain confidentiality; follow chain of command; work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; demonstrate trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce and resolve conflict; and, to provide accurate and timely record keeping and reports as required by the position;
- is responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position

- is required to travel, within and/or beyond the county.
- is responsible to attend meetings and training programs related to the position held
- is responsible to obtain and/or maintain valid certification, licensure, or registration as required by this position.
- The employee must demonstrate regular and predictable attendance.

Seneca Parks promotes a non-hostile and non-discrimination work environment. Employees must adhere to respectful conduct and language at all times. It is expected that all employees follow Seneca Parks' policies, procedures, rules and regulations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature

Date

Executive Director Signature

Date

Approved 4/23/2021