

Seneca Parks - Position Description

TITLE: Park Manager

PROGRAM: Operations / Natural Resources

Title of Supervisor: Operations Manager	Exempt: Non Exempt: X
Work Schedule: varies, 40 hours per week, 8:00A – 4:30P, M-F and evenings and weekends as necessary.	Status: Full-time

POSITION SUMMARY:

Perform a broad spectrum of maintenance functions to keep the park clean and safe and maintain the highest standard of operation, maintenance, and public service.

POSITIONS SUPERVISED:

- Park Tech(s)
- Park Seasonal employees

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train, oversee, and direct the work of Park Tech and Park Seasonal employees.
- Identify projects and submit to Operations Manager.
- Under supervision of Operations Manager, respond to questions from the public.
- Assist in preparing paperwork and in performing fire and safety inspections.
- Perform janitorial duties including cleaning of facilities and picking-up litter and trash.
- Perform preventative maintenance and minor repairs on vehicles and equipment.
- Perform a variety of landscaping and forestry activities, in cooperation with the Natural Resource Manager, including tree trimming, pruning, planting, etc.
- Perform erosion control and storm clean-up activities.
- Perform a variety of maintenance, mechanical, and construction projects including carpentry, simple electrical, plumbing, masonry, painting, concrete work, etc.
- Operate equipment including, but not limited to: trucks, mowers, chainsaws, and tractors.
- Assist in the maintenance and inventory of equipment and supplies.
- Purchase supplies as needed.
- Assure facilities are ready for reservations and programs.
- Assure compliance with all safety regulations.
- Assist other department and programs when required.
- Open and close parks when necessary.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate professionally and has excellent customer service skills.
- Ability to supervise others.
- Ability to operate hand tools, power tools and heavy equipment such as backhoe, tractors, etc.
- Carpentry skills and mechanical aptitude.
- Broad, general understanding of natural resources and environment.
- Broad, general maintenance and mechanical skills.
- Ability to work without supervision.

- Computer skills including word processing and data entry.
- Ability to estimate costs and quantities of material.
- Problem solving and troubleshooting skills.
- Knowledge of related safety regulations.
- 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.

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 weather conditions during all seasons; 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.

MINIMUM QUALIFICATIONS:

1. High School completion required; Associates degree preferred
2. 2 – 5 years experience in maintenance or construction, preferably in a park environment.

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:

1. 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; communicate professionally; 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;
2. is responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position;
3. is required to travel, within and/or beyond the county;
4. is responsible to attend meetings and training programs related to the position held;
5. is responsible to obtain and/or maintain valid certification, licensure or registration as required by this position;
6. 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.

Additional Information:

Starting Pay Range: \$13-\$18 / hr, based on qualifications

Accepting Applications: through noon on October 15, 2021, or until filled