



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT  
PARK MANAGER JOB DESCRIPTION

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- I. **Qualifications:** A candidate applying for this position should have two years of maintenance supervision, two years of employment in recreation, and two years of supervisory level experience. They should have a background in athletics with knowledge of the rules and regulations of various sports and games. They should have skill in staff supervision with the ability to guide, direct, and lead employees. They should work harmoniously with colleagues and be able to reduce friction and issues between employees and see that all work assignments are carried out. Experience with issuing and tracking work orders and scheduling is preferred. Night and weekend work is requested.
- II. **Pay Scale / Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical insurance, dental insurance, and vision insurance is available to all employees after a 60-day probationary period (employee is responsible for paying a percentage of this cost).
- III. **Job Descriptions:** The individual hired for this position will be responsible for the following duties and tasks:
1. Planning the work to be performed by the Regional Park staff offering technical assistance.
  2. Requesting the various supplies needed to operate the maintenance department of the Regional Park.
  3. Recording and reporting concerning daily work schedules and the amount of work accomplished.
  4. The cleaning of the park facilities including the gymnasium/community center, restrooms and recreation buildings, and supervising staff custodial work.
  5. Setting up equipment and checking it daily to ensure it is prepared for necessary use in the Regional Park.
  6. Providing supervision, orientation, and staff development of Regional Park personnel and sports officials.
  7. Providing administration and supervision of the athletic programs and special events and tournaments occurring at the Regional Park.
  8. Issuing, receiving, and maintaining custody of recreation equipment assigned to Regional Park.
  9. Supervising and instructing recreation leaders and volunteer workers assigned to assist in conducting recreational activities.
  10. Assisting with special events and/or programs at other parks as needed.
  11. Inspecting and repairing buildings and equipment and recommending maintenance and repair work to ensure proper safety.
  12. Investigating and acting upon requests, complaints, and suggestions concerning recreation services in the Regional Park.
  13. Recommending and taking action to alleviate hazardous conditions and restoring facilities to good condition and appearance.
  14. Planning, assigning, and supervising work of facility staff and supervising inmates from WC Jail.
  15. Preparing periodic personnel evaluation reports with Director's approval.
  16. Completing various reports and projects as directed by WCPRD Director.
  17. Conducting regular inspection of facilities, equipment, and ADA compliance in the park.
  18. Understanding and agreeing to comply with WCPRD Employee Handbook and Warren County Policy and Procedure Manual.

By signing below I agree to complete the assigned tasks above and also fully understand that I may be asked to do other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

\_\_\_\_\_  
WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date