



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Park Manager
- II. **Organization Unit:** Operations - Facilities Divisions – Management - Park
- III. **General Summary:** Park Manager is responsible for overseeing all operations of assigned park facility. This includes staff supervision, patron supervision, event and program coordination, all maintenance operations, and any other functions assigned by the Superintendent of Operations / Facilities. Managers are required to display effective leadership, assist in maintaining positive employee morale, and ensure the assigned workplace is led in an effective manner per standards set by WCPRD administration.
- IV. **Qualifications:** High school diploma; 2-4-year college degree preferred in Recreational Administration, Sports Management, or Exercise, Science, and Kinesiology (desired); past supervisory and management experience (desired); experience in landscaping and athletic field maintenance (desired). Excellent customer service skills required. Needs to be proficient with Microsoft Excel, Word, PowerPoint, and Outlook. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Indoor/outdoor work during all seasons; weekend/night/holiday work required; Transport and direct supervision of inmates is required. Due to the Park Manager being in a management position, "on call" work is required.
- VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee agrees to wage negotiated at time of hire and understands that regular wage increases are not guaranteed. Any wage increases will be approved by the W.C. Fiscal Court and adhere to the policies of WCPRD.
- VII. **Employee Classification:** Exempt / Salary (Exempt position requires work weeks exceeding forty (40) hours on a regular basis. Employee agrees to adhere to this classification type.)
- VIII. **Essential Job Functions:**
1. Create weekly work schedules for assigned employees.
 2. Create daily work orders for employees and follow up to ensure completion using work order software and/or visual display boards.
 3. Responsible for complete knowledge of payroll platform, as well as daily checks of all employee time to ensure values and time worked is accurate.
 4. Develop the forecast of funds needed for equipment, materials, and supplies and maintain the budget for entire fiscal year.
 5. Complete all required training including CEU trainings, education seminars, job-related conferences, committee, or other trainings as assigned by Director.
 6. Coordinate, facilitate, and work with all patron groups renting or using the facility.
 7. Manage and lead staff by positive example in team-oriented and task-focused environment that fosters high morale and attitude as per request of administration and policies of department.
 8. Manage and assign staff to meet all deadlines assigned by Superintendent and Director.
 9. Be on-call at various times throughout the year to assist with operations of assigned facility.
 10. Maintain assigned facilities, including mowing, trimming, ball field maintenance, pesticide/herbicide spraying, irrigation systems (both manual and automatic), and mechanical operations.
 11. Manage assigned staff to ensure daily operations are completed in an effective manner.
 12. Work and supervise various assigned special events, gyms, and assist Superintendent with various functions.
 13. Work directly with staff (assisting in completion of park duties).
 14. Maintain a digital inventory using WCPRD format and submitting for review on a regular basis.
 15. Ensure completion of weekly playground inspections.
 16. Conduct monthly vehicle inspections.
 17. Oversee cleanliness/custodial duties of facility.
 18. Complete and submit all necessary reports/forms and administrative documents, as required by department (to include weekly work summary reports and weekly work schedules due to Superintendent).
 19. Purchase items for park, as approved by Director (must follow Department purchasing policy).
 20. Troubleshoot equipment maintenance issues and make repair recommendations to Superintendent.
 21. Operate a variety of equipment including skid steer loader, dump trailer/truck, UTV, Sand Pro, small and large tractors, seeders, aerators, sand spreaders, mowers, trimmers, sprayers, snow removal equipment.
 22. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
 23. Complete any other duties as assigned by the Director and/or Superintendent of WCPRD.
 24. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by Director or Assistant Manager of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date