



ISABELLA COUNTY PARKS AND RECREATION COMMISSION

200 N. Main Street, Mt. Pleasant, Michigan 48858

(989) 772-0911

POSITION DESCRIPTION

PARK MANAGER

GENERAL DEFINITION:

Under the guidance of the PARK SUPERVISOR and/or ASSISTANT PARK SUPERVISOR, is responsible for routine maintenance, visitor safety and business tasks within a particular park. Duties will result in exposure to inclement weather. Typical work week includes evening and weekend duty.

LENGTH OF EMPLOYMENT PERIOD:

This is seasonal employment for 18 weeks. Employment is full time (40 hours/week) beginning in early May and continuing through Labor Day.

TYPICAL DUTIES: (Illustrative Only)

1. Supervises staff and participates in the operation of the park system. Schedules work assignments; monitors work in progress, and, upon completion, evaluates quality of work performance.
2. Supervises staff and participates in the maintenance of 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.
3. Supervises staff and participates in the maintenance of bathhouses, toilet buildings, pavilions, shelters, sleeping cabins, and park offices. Enforces standards of cleanliness and sanitation.
4. Oversees vandalism repair, trash removal, and on-going maintenance for nature trails, roads, bridges, parking lots, gates, fences, signs, and recreation equipment.
5. Assists in the planning and completion of major maintenance and development projects,
6. Maintains records on equipment, supplies, work activities, staff attendance, etc., preparing a variety of reports, as required.
7. Supervises staff responsible for the registration of campers, sales of Park Entrance Permits, and general operation of the park office.
8. Assists visitors and staff with injuries to obtain appropriate medical care.
9. Interprets and sensibly enforces the *Park Rules Ordinance*. Monitors behavior of park visitors. Cautions, evicts or tickets violators of the *Ordinance*.
10. Assists the Director in the planning and completion of various administrative tasks and functions.
11. Performs other related duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, interpret and carry out a variety of instruction furnished in written, oral, diagrammatic, or schedule form.

2. Knowledge of basic arithmetic functions. Ability to use such knowledge to correctly charge user fees, make change and account for permits used and money collected.
3. Ability to write in an understandable and legible manner. Ability to prepare simple reports.
4. Ability to express and exchange ideas by means of the spoken word to convey oral information and detailed spoken instructions to others in an accurate, audible and timely manner.
5. Ability to establish and maintain effective working relationships with superiors, peers, park visitors, and the general public.
6. Ability to operate a motor vehicle. Possession of a valid Michigan driver's license, along with six points or less, alcohol free driving record.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Minimum high school graduate (diploma or GED), and one year work experience in which applicant received considerable contact with the public. Prior supervisory and/or maintenance experience is a definite plus. Other combinations of education and work experience will be considered.

PHYSICAL REQUIREMENTS:

1. Physical Strength-Able to carry 75 pounds for a distance of 50 feet occasionally, up to 5 pounds frequently, or a small amount of weight to constantly move objects.
2. Mobility-Able to traverse a distance of 1,000 feet over uneven ground in a five minute or less period of time.
3. Reaching- Able to extend hands and arms in any direction and hold in place for 30 seconds.
4. Climbing- Able to ascend and descend a ladder set at a 75 ½ degree angle to a height of 10 feet.
5. Balancing- Able to maintain body equilibrium to prevent falling when walking, standing and crouching on irregular surfaces, or surfaces with an angular plane. An example of such surface is a rooftop with a 4:12 pitch.
6. Crouching- Able to bend the body downward and forward by bending legs and spine, and to hold such a position for a period of time of one minute.
7. Kneeling- Able to bend legs at knee to come to rest on knee or knees and to hold such a position for a period of time of one minute.
8. Stooping- Able to bend body downward and forward by bending spine at waist, requiring full use of lower extremities and back muscles and to hold such a position for a period of time of one minute.
9. Speech- Able to express and exchange ideas by means of the spoken word to convey oral information and convey detailed spoken instructions to others in an accurate, audible and timely manner.
10. Hearing- Able to perceive and understand the oral statements of others, and noises associated with danger (e.g., vehicular traffic, motorized equipment, calls for help).
11. Vision- Near Acuity: Clarity of vision at 20 inches or less.
 - Far Acuity: Clarity of vision at 20 feet or more.
 - Accommodation: Adjustment of lens of eye to bring an object into sharp focus.

NON-DISCRIMINATION:

Isabella County accepts for employment without regard to race, color, religion, sex, age, marital status, national origin, ancestry, physical or mental handicap unrelated to ability to perform responsibilities in fullest accord with the principles of *EQUAL EMPLOYMENT OPPORTUNITY*.