



# ISABELLA COUNTY, MICHIGAN

<b>Position</b>	Park Manager	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Parks & Recreation	<b>Pay Range</b>	\$13.97 - \$18.45

## GENERAL SUMMARY

Responsible for the onsite management at a designated park supervising and working with park staff performing routine maintenance and projects, responsible for business tasks, as well as providing support to park guests. This position works under the direct supervision of the Parks Supervisor or other Park Supervisory Staff.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Supervises staff-schedule work assignments, monitors work in progress and evaluates quality of work performance.
- Supervises and participates in the maintenance of the park grounds upkeep, including landscaping, fertilizing and pest control.
- Participates in the maintenance of buildings and enforces standards of cleanliness and sanitation.
- Oversees vandalism repairs and maintenance for trails, roads, bridges, parking lots, gates, fences, signs and recreation equipment.
- Supervises registration of campers, sales of park Entrance Permits and general operations of the park.
- Provides support and communications to park visitors and staff. Interprets and enforces the Parks Rules & Ordinance and monitors behaviors of park guests, volunteers and staff.
- Assists visitors and staff with injuries to obtain appropriate medical care.
- Performs other duties as assigned.

## MINIMUM ENTRANCE QUALIFICATIONS

### Education and Experience

- High school diploma or equivalent.
- At least one (1) year of related experience.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

**Licenses or Certifications**

- Valid driver's license.

**OTHER JOB REQUIREMENTS**

- None.

**PREFERRED QUALIFICATIONS**

- None.

**COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

**Knowledge of:**

- Principles of report preparation.
- Principles and practices of employee supervision.
- The proper maintenance of park equipment and machinery.
- Modern office equipment, procedures and applicable software packages.
- Money handling and accounting procedures.
- Park reservation system.
- Park Rules & Ordinance.

**Skill in:**

- Reading, interpreting and carrying out a variety of instruction furnished in written, oral, diagrammatic or schedule form.
- Writing in an understandable and legible manner.
- The operation of landscaping equipment and machinery.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Performing basic repair and maintenance.
- Organization and time management.
- Leadership and coordination.
- Attention to detail.

**WORK ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Work Environment</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment		X	
Detention center or correctional facility	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes or Occasionally</b>	<b>Frequently or Often</b>
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds	X		
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)	X		
Infectious waste		X	
Extreme cold ( <i>below 32 degrees</i> )	X		
Extreme heat ( <i>above 100 degrees</i> )		X	
Moving mechanical parts		X	
Risk of electrical shock		X	
Vibration		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises ( <i>85+ decibels</i> )		X	

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Position:** Park Manager

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

<b>Date created:</b>	12/06/2016
<b>Dates revised:</b>	2/8/2023