



## Job Description

**Title:** Senior Park Manager

**Reports to:** Supervisor of Operations

**Location:** As assigned

**Pay Grade:** 4

**Date:** 1/10/18

**Approved By:** JRG 1/16/2018

**FLSA:** Exempt

**Summary:** Plans, implements and leads execution of park maintenance, conservation and land stewardship management practices at multiple park locations with high visitation rates and significant park system investment. Responsible for the execution and oversight of revenues and expense items, maintenance, general operations and the coordination of event scheduling and marketing of assigned park ground and facilities.

#### **Characteristic Duties and Responsibilities – Essential Functions**

- Responsible for supervision, coordination and/or implementation of regular maintenance, repairs and miscellaneous care of assigned park buildings, playing fields, trails, restrooms, roads, walks, pathways, play structures, and equipment to ensure efficient and safe park operations at assigned high visitation park areas.
- Researches potential costs and revenues, prepares budgets and monitors same for specific projects, activities, or for general operations at assigned properties.
- Works closely with Visitors Services staff, Special Event staff and other MetroParks personnel who reserve facilities for customer-owners to maximize the efficient use of dates, space and staff.
- Builds and fosters relationships within the community, professional organizations and other entities to promote the use of park facilities.
- Reviews customer satisfaction evaluations and ensures that follow-ups are made after event for feedback; shares customer's feedback with staff and recommends changes to procedures and operations to improve level of customer services.
- Prepares zone and/or department budgets as assigned. Requests and purchases services, supplies, materials and necessary equipment according to established policies, or supervises same. Supervises, directs or takes inventories of supplies and equipment. Conducts necessary correspondence and prepares required reports in a timely manner.
- Recommends policies, long-range objectives and capital improvements for assigned properties. Develops and implements land management plans at assigned park areas.
- Conducts meetings, and makes presentations as needed. Routinely attends meetings of nonprofit groups affiliated with assigned parks as a representative of MetroParks. Works with volunteers and members of affiliated nonprofit groups to further the mutual goals of the MetroParks and the nonprofit groups.
- Keeps written records, inventories, and makes written reports as required to MetroParks and as assigned to affiliated nonprofit groups.
- Aids with general public programming and special events as assigned.

## SENIOR PARK MANAGER

- Designs, maintains and/or supervises maintenance of decorative plant beds and other highly landscaped areas in assigned park areas. Applies fertilizer, herbicides, or other chemicals according to manufacturer's recommendations and MetroParks policy as assigned.
- Schedules and generally supervises other employees on multiple work crews, special work program enrollees, and/or volunteers assigned to stewardship or maintenance activities.
- Assists with and performs duties to implement capital improvement projects as assigned.
- Operates tractors, mowers, motor vehicles, hand and power tools commonly in use for general building and grounds maintenance.
- Periodically required to open and/or close park areas and to maintain, check, or supervise special use educational and recreation areas or facilities such as those designed for ice skating, sledding, swimming, etc.
- Plans, supervises, coordinates and/or performs conservation, wildlife management, and land stewardship activities in assigned areas. Assists with controlled burns supervised by state certified personnel.
- Inspects structures, grounds, trails, play equipment and other MetroParks facilities for security and/or safety violations or unwarranted visitor or employee risk. Completes and files necessary safety inspection reports in a timely manner.
- Collects payments, fees, oversees and/or performs sales, keeps accurate sales records and other revenue functions in a timely and accurate fashion pursuant to organizational policy and/or supervised and requires the same from subordinates assigned to perform these duties.
- Performs other duties as assigned.

### **Required Knowledge, Skills, and Abilities:**

- Ability to efficiently operate and teach others to safely and properly operate various types of grounds maintenance and/or construction equipment including, but not limited to: Chainsaws, Hedge trimmers, Weed Whips, Tractors and Brush Hogs, Lawnmowers, Snow Plows, Blowers, Skid loaders, Water Transfer Pumps, Chippers, Graders, etc.
- Demonstrated basic understanding of the relationship between human beings and the natural environment.
- Demonstrate and maintain an ability to work unsupervised, to organize and coordinate, to effectively lead and motivate subordinate staff and volunteers, to prioritize, and self-initiate.
- Ability to communicate tactfully and in a positive manner with the general public that may not understand or agree with MetroParks' current stewardship practices.
- Ability to maintain a professional, cooperative working relationship with other staff members and volunteers and exhibits a "can do" positive attitude which maximizes the efficient utilization of all available resources to accomplish assigned tasks. Requires subordinates to do same.
- Ability to maintain confidentiality on sensitive issues and non-public records. Requires subordinates to operate within same guidelines.
- Ability to operate personal computers, scanner and common office equipment.
- Ability to follow MetroParks policies in Employee Guide and other policies as applicable. Requires subordinates to operate within same guidelines.

### **Required Education and Experience:**

## SENIOR PARK MANAGER

- A minimum of a four (4) year degree from an accredited college or university in Natural Resources, Wildlife Management, Conservation, Wildlife Biology, Horticulture or a related field and at least five (5) years of relevant experience with a park, natural resource or conservation agency or closely-related private sector employee; or at least ten (10) years related horticulture, maintenance and/or land stewardship experience with a park, natural resource or conservation agency or closely related private sector employer are required at the time of employment.
- At least four (4) years prior experience in a supervisory position, ability to motivate assigned subordinates and/or volunteers (proven leadership skills), and demonstrated high level of reliability to complete assigned and necessary tasks in a timely and efficient manner is required at the time of employment.
- Experience in and working knowledge of common practices of general park maintenance, minor building and equipment repair, groundskeeping, landscaping, conservation land management and stewardship activities and equipment.
- Safety Inspector Certification: Valid Certified Playground Safety inspector status recognized by the National Recreation and Parks Association and/or the National Playground Safety Institute at the time of employment or within one (1) year of initial employment in this position and thereafter is required.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Outlook. Basic computer and software competency, which includes use of email, spreadsheets, and word processing is required.
- A valid driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter is required. Candidates and employees may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record.
- Possession of a valid Ohio Department of Agriculture license as a Commercial Pesticide Applicator allowing utilization of restricted-use pesticides/herbicides for ornamental plant and shade tree pest control, turf pest control, and the use of aquatic herbicides is required at the time of employment and thereafter.
- Good character with no history of serious criminal activity (felony convictions). Ability to be bonded against dishonesty and theft by MetroParks current liability insurance carrier under existing coverage provisions at the time of employment and thereafter.

### **Preferred Education and Experience:**

- Experience with event scheduling software and graphic design software is preferred.

### **Work Environment & Schedule:**

This position is a full-time, exempt position. Maintains flexible schedule which may include work on evenings, holidays and weekends and is prepared for on-call maintenance during emergencies.

### **Physical Demands:**

General good health and ability to perform the essential functions of this job. While performing the duties of this job, the employee may be required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The physical ability to perform

## SENIOR PARK MANAGER

labor and the tasks noted above is required of this position as well as possession of the ability to effectively, efficiently, and safely complete assigned tasks in a timely manner.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable as approved by the Executive Director.