



## Prairieville Township Parks and Recreation Job Description Parks Manager

Description of Responsibilities: This position is responsible for managing seven (7) parks within Prairieville Township, including five (5) that have waterfront to oversee. The position requires that the incumbent have scheduled time on park grounds, travel between parks, and travel to plow snow, pick up fallen trees and brush and secure materials and supplies to maintain safe and attractive park conditions. There is also responsibility to be available seven (7) days a week twenty-four (24) hours a day for emergencies, or to arrange for coverage at times when he or she is not available.

Specific roles of the position:

1. Train and supervise staff in areas of safety, job details, accident or emergency response, interaction guidelines for working with park visitors, and maintaining daily cash intake.
2. Manage daily park opening and closing to include inspection of premises, park visitor pass or pay activities, scheduling of attendants, grounds, equipment, and park truck's maintenance.
3. Respond to needs for snow removal for parks and Prairieville Township Hall and Police, cemetery, and fire hall parking, falling tree or brush issues, pay station down issues, gate and fencing damage, building or property damage, and other parks and grounds issues.
4. Supervise seasonal park set up and opening including putting in docks, installing catch basins for boat wash, putting up volleyball nets and setting up pickle ball courts, arranging for portajohns to be placed and trash containers to be placed.
5. Responsible for budget compliance and overseeing expenditures and revenues including controlling cash receipts and pay stations.
6. Working with community groups and regulatory agencies as needed.

Skills, experience and education: A high school diploma is required with a preference for minimum of junior college degree in related management and technical areas. Desired candidate will have 5 to 10 year in managing a minimum of 3-8 staff members, 5 years minimum experience in managing revenue and expenses for a budget of at least \$150,000, 5 years minimum experience in maintaining and repairing equipment or doing repairs. The candidate must have carpentry, electrical, mechanical and plumbing experience. They must be experienced in 24 hour on-call demands. The candidate must also have minimum of 5 year of working with software that is used for revenue tracking/security/payroll and demonstrate knowledge of OSHA regulations and working knowledge of DNR guidelines.

Compensation: Compensation will be commensurate with experience with base rate of \$17.00 an hour.

Application process: Interested candidates may apply online by submitting a resume to [johaneckow@yahoo.com](mailto:johaneckow@yahoo.com). Successful candidate will submit to background check and substance screening. References will be required.

*Prairieville Township is an equal opportunity employer.*