

## **ASSISTANT PARKS MANAGER**

### GENERAL FUNCTION:

Under the supervision of the Parks Manager, this person performs a variety of tasks that support the effective operation of Prairieville Township's parks, launch sites, recreational facilities and wash stations.

### ESSENTIAL FUNCTIONS:

The essential functions of this position include, but are not limited to:

#### Oversight of Park Attendant Staff and Park Visitors

- \*Orients newly employed Park Attendants regarding the execution of their assigned "Essential Functions" (refer to "Essential Functions" section of the "Park Attendant Job Description");
- \*Assigns the "Essential Function" tasks to be completed daily by each Park Attendant and monitors their completion;
- \*Assigns unique tasks identified by the Parks Manager to each Park Attendant and, if required, also participates in the completion of each;
- \*Provides each Park Attendant with verbal feedback (both positive and, if necessary, negative) regarding his/her performance of "Essential Functions";
- \*Provides input to the evaluation of each Park Attendant's performance if requested by the Parks Manager;
- \*Receives, reviews and validates (by signing) the daily work logs of each Park Attendant;
- \*Monitors the adherence of Park Attendants to safety practices and procedures;
- \*Monitors behavior of park and facility users to ensure adherence to park rules and regulations

#### Other Functions and Duties

- \*Performs all functions and duties in adherence with the requirements specified in the current "Personnel Policies and Procedures" manual;
- \*Performs visitor assistance services such as answering questions, giving directions, responding to complaints and conveying and explaining park regulations;
- \*Maintains effective communication with police, fire department and emergency personnel;
- \*Performs park entry fee collection procedures, if required;
- \*Assists in the removal of park entry fees from collection deposit canisters according to written cash handling procedures;
- \*Performs routine maintenance tasks such as litter removal, restroom cleaning and stocking, refuse container emptying and relining, basic repair of fences, park tables/benches and other park equipment and painting;
- \*Performs routine grounds maintenance (weeding, watering, maintenance of (over) a pleasant physical appearance, etc.);

- \*Opens and/or closes parks as assigned by the Parks Manager;
- \*Performs other functions as assigned by the Parks Manager; and
- \*Completes and submits daily work log and vehicle use log in a timely manner;

Minimum Qualifications/Skills/Requirements

- \*Develops a working knowledge of park rules and regulations within a month or less of employment starting date;
- \*Acquires a basic familiarity with the Commission's parks, boat launch and recreational facilities and the operation of each within a month or less of employment starting date;
- \*Works cooperatively and effectively with other staff members;
- \*Reads and comprehends work related documents including the "Personnel Policies and Procedures" manual;
- Legibly completes required work logs and other reports and forms as required;
- \*Displays sound judgment regarding when to contact the Parks Manager (ie emergency situations, failure of essential equipment, dangerous or unruly behavior of park visitors, impending severe weather, etc.);
- \*Is available to work irregular, weekend and holiday hours;
- \*Operates and maintains a variety of hand tools and common power tools;
- \*Possesses basic building, grounds and equipment repair skills;
- \*Is physically able to lift and/or move up to sixty (60) pounds;
- \*Possesses basic verbal and writing communication skills;
- \*Possesses the ability to complete all work assignments with a minimum of direct supervision; works well independently with a minimum of supervision;
- \*Possesses basic computer and office equipment operation skills;
- \*Can demonstrate basic cash handling competencies (counting change, etc.);
- \*Possesses a high school diploma, GED or at least one year of experience in the Township parks system or a similar parks and recreation position;
- \*Possesses a valid State of Michigan operator's license;
- \*Possesses the ability to pass a drug and background check;
- \*Possesses the ability to pass a routine employment physical examination;
- \*Consistently maintains a well groomed appearance;
- \*Consistently wears job appropriate attire including apparel containing the Parks and Recreation Commission's logo (if provided);
- \*Consistently reports to work on time;
- \*Maintains a high rate of attendance;
- \*Responds in a positive manner to all directives by and feedback from the Parks Manager

Reports Directly to: Parks Manager

REV 05/21/14