

VILLAGE OF NEW BREMEN

POSITION DESCRIPTION

CLASSIFICATION: PARKS MANAGER

JOB DESCRIPTION:

The Parks Manager supervises and participates in a hands-on manner in the construction, maintenance and repair of parks and recreation facilities, grounds and equipment and works cooperatively on recreation programs with community/service organizations. The Parks Manager is responsible for the Village parks year-round but in the off-season, down time, or in case of emergency, is expected to fill in with the Public Works Department as the Public Works Superintendent deems fit.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the Public Works Superintendent.

JOB DUTIES AND RESPONSIBILITIES:

Performs park functions, supervises and participates in a hands-on manner in the upkeep and care of parks and recreation facilities including grounds and equipment.

Participates in and supervises seasonal employees and other assigned recreation workers in the construction of playground equipment and picnic tables; inspects all parks and playgrounds for safety to general public; extensive seasonal lawn care, mowing and watering program; supervises tree and shrub planting, trimming and care; performs daily cleaning and maintenance of park facilities; helps conceive and construct in-house park improvement projects, operates power equipment and uses hand tools to perform park maintenance and repair activities.

Responsible for supervising and participating in seasonal decorating and teardown.

Supervises, trains, motivates and evaluates seasonal employees and other assigned recreation workers, determines work priorities, assigns tasks, provides direction and ensures work complies with organizational standards, observes performance of subordinate personnel; reviews and analyzes work product of subordinates; plans and prepares work schedules; assist in planning work and construction projects, setting priorities and allocating material and personnel.

Oversees the safety of seasonal employees and other assigned recreation workers by instructing individuals in proper safety procedures, ensuring that protective devices and equipment are used where indicated and monitoring works in progress.

Analyzes annual operating costs and makes recommendations for parks budget. Analyzes and projects the needs of the Village for equipment, recreational facilities and materials for completing the same.

Operates a variety of power construction and maintenance equipment used in the recreational department.

Leads in the upgrading and maintenance of ball diamonds to a higher standard in cooperation with the Cardinal Recreation Club (“CRC.”)

Acts as a liaison to various community/service organizations to plan, organize, direct, and supervise community-wide general recreational programs for the community including but not limited to the summer ball program, Cider Time Activities, Easter Egg Hunt, Christmas Tree Lighting and other activities.

Performs public relations activities including maintaining media relationships; coordinates/conducts tours; responds to citizen concerns and complaints in a friendly and professional manner, works closely with service organizations, youth activities, community meetings and special events.

Takes an active role with the appointed Parks Advisory Committee.

Periodically works non-regular hours.

EDUCATION/EXPERIENCE REQUIRED:

High School education or equivalent.

Valid Ohio Driver’s License.

A current Class B Commercial Driver’s License (or obtain said license within three months of employment and maintain it continuously thereafter for the duration of employment).

Must possess Ohio Commercial Applicator Spraying Licenses (or obtain all required licenses within six months and maintain them continuously thereafter for the duration of employment). Categories required include: Core, 10D, 3A, 5, 6A, 7, 8 and others as needed. Required Spraying Licenses are part of the base pay of the Parks Manager, however, the Parks Manager is eligible for reimbursement from the Village for the cost to obtain the required licensing.

The candidate must frequently lift and/or move up to 50 pounds and occasional lift and/or move up to 100 pounds. The candidate must be able to physically perform basic operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions. The candidate may be required to stand, walk or sit while operating equipment for extended periods of time.

The candidate should have knowledge of operation and use of motorized vehicles and equipment, including dump truck, pickup truck, backhoe, tractor, manlift, forklift, chipper, saws, pumps, cutting torch, welder, compressors, sanders, generators, mower, common hand and power tools, hydraulic tools, air tools, electric tools, shovels, wrenches, snow plows and specialized field maintenance equipment.

DESIRABLE REQUIREMENTS/TRAITS:

Ability to maintain interest and accuracy with routine detailed procedures including office paperwork.

Ability to deal courteously and professionally with residents using appropriate decorum and language.

Ability to work in an environment with little supervision and work closely with other Village staff.

Demonstrated commitment to community service, prior local government experience or other equivalent training or experience.