

**CLAY COUNTY
JOB DESCRIPTION**

Position Title: Park Manager **FLSA:** Non-Exempt

Department: Parks **Level:** 16

Reports To: Superintendent of Parks **Job Code:**

Date:

Revised: 12/12/08

Primary Responsibilities:

- Directs daily activities in the maintenance of park grounds and facilities.
- Directly supervises park maintenance workers.

Essential Duties and Responsibilities:

- Supervises employees in maintenance of park grounds and facilities.
- Trains new employees.
- Assists in maintaining grounds and facilities.
- Operates various equipment and vehicles.
- Maintain park vehicles and equipment.
- Repair plumbing and electrical wiring.
- Assist with park improvement projects.
- Maintains relevant records.
- Other duties as assigned and reasonably qualified to perform.

Minimum Qualifications:

- Graduation from a high school or GED equivalent.
- Three years increasingly responsible related experience, or any equivalent combination of related education and experience.
- Valid class B CDL state driver's license.

Desired Qualifications:

- Skills in plumbing, carpentry, and general maintenance of grounds and facilities.
- Ability to direct the work activities of others.
- Working knowledge of plumbing, electrical, refrigeration and mechanical practices and procedures.

Tools and Equipment Used: Phone; radio; hand tools, power tools, mowers; tractors; trucks; construction equipment; chain saw; plumbing tools; boats; golf course equipment.

Environmental Demands:

- Some work is performed outdoors with exposure to all elements: i.e., insects, snakes, poison ivy, extreme cold and hot temperatures, snow and rain, wind & dust.
- Some work is on public roadways, shoulders, bridges, etc., exposing employee to traffic and other hazards associated with construction equipment.

ADA/Physical Demands:

- Must have adequate vision to operate equipment and drive vehicles.
- Must be able to hear normal conversations & instructions by verbal communications from supervisor or by telephone or 2-way radio.
- Must be able to speak clear English with peers, supervisors and public to give task information and directional instructions.
- Must be able to lift/carry 80 lbs. Necessary for loading and/or removal of debris, trash barrels, picnic tables, tools, tires, hooking up equipment, etc. May vary each day with workload and assigned tasks.
- Must be able to push lawn mowers, spreaders, rollers, seeders, etc., to include wheelbarrows full of concrete, sand or rock. Varies with days workload and job assignments.

Approved By:

Department Head/Appointing Official Date

Director – Human Resources Date