

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**PARK MANAGER**

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**JOB GRADE: 12**

**JOB CODE: 531**

**Department: Parks**  
**Reports To: County Commission Chairman**  
**Date: January 2016**  
**FLSA: Non-Exempt**  
**DOT Ref: 188.167-062**  
**406.134-014**

**JOB DESCRIPTION**

Responsible for assuring the efficient operation and maintenance of County Parks, including assigning camp sites, collecting fees, keeping accurate records, and supervising several seasonal workers. Represents Marshall County in tourism and travel organizations.

**ESSENTIAL JOB FUNCTIONS**

- A. Oversee the operation and maintenance of County Parks:
1. Answer telephone and provide information regarding park facilities and rental.
  2. Rent sites, collect fees, and explain park rules and regulations to campers and visitors.
  3. Monitor campgrounds to assure adherence to rules and regulations.
  4. Maintain records of receipts and expenditures and provides cash and records to the County Administrator.
  5. Operate a variety of equipment used for park maintenance, such as front end loader, backhoe, trencher, mowers, power saws, etc.
  6. Perform routine building maintenance such as plumbing, electrical, painting, and carpentry.
  7. Visually inspect park area for cleanliness, adequate supplies, safety hazards, vandalism, damage and future maintenance projects or needs.
  8. Open/close parks in accordance with established schedule.
- B. Perform and supervise seasonal and other employees engaged in park maintenance which includes:
1. Mowing, weeding, etc. of park area.
  2. Clearing of landscape and public areas of litter, fallen limbs, and other debris.
  3. Planting, trimming, watering and cultivating of flowers, shrubs, and trees in Parks.
  4. Oversee and assists as needed to prepare and apply fertilizers, insecticides, fungicides, herbicides and other chemicals used.
  5. Cleaning of restrooms and park structures.
  6. Painting and minor repairs.
- C. Participate in park improvement and promotion:
1. Represent Marshall County with tourism, convention and visitors' bureau, and chamber of commerce organizations.
  2. Participate and cooperate on improvement projects for the parks.
  3. Oversee improvement projects to assure compliance with plans and specifications.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of mathematics and accounting principles sufficient to make calculations and collect appropriate fees and prepare reports.
- Knowledge of basic principles of plumbing, electrical, carpentry, painting, and drywall construction.
- Knowledge of regulations governing animal control and enforcement.
- Knowledge of safety principles pertaining to the operation of equipment and vehicles used.
- Knowledge of methods of animal capture.
- Ability to communicate effectively with the public, and government officials.
- Ability to safely operate mowing, cutting, and other landscaping equipment, plus tractor and truck equipment.
- Ability to work independently.
- Ability to work outdoors in adverse weather conditions or environments subject to sudden changes and/or extremes in air temperature, pressure or humidity.
- Ability to work on uneven or slippery ground/floor surfaces requiring physical effort such as lifting, pushing, pulling, carrying, digging, bending or stretching; repetitive arm, hand, leg or foot motion.
- Ability to sit, stand, walk and personally lift items weighing up to 50 pounds.
- Ability to plan and organize time and available manpower in order to cover specialized operating hours and maintenance tasks.
- Ability to follow general instructions and directives.
- Ability to exercise good judgment in situations in which people are not following park rules.
- Ability to account for money and prepare reports documenting receipts and expenditures.
- Ability to supervise seasonal and other employees.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or G.E.D. certificate.
- Experience in administration and management of a public park or camping facility, including basic maintenance activities, and collection of and accounting for money is preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**