

MARSHALL COUNTY, ALABAMA

Job Description

MANAGER, PARKS

Department: Park #2

Job Code: 531

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: County Commission Chairman

JOB SUMMARY

The Parks Manager assures 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

- Oversees the operation and maintenance of County Parks.
- Answers telephone and provides information regarding park facilities and rental.
- Rents sites, collects fees, and explains park rules and regulations to campers and visitors.
- Monitors campgrounds to assure adherence to rules and regulations.
- Maintains records of receipts and expenditures and provides cash and records to the County Administrator.
- Operates a variety of equipment used for park maintenance, such as front-end loader, backhoe, trencher, mowers, power saws, etc.
- Performs routine building maintenance such as plumbing, electrical, painting, and carpentry.
- Inspects park area for cleanliness, adequate supplies, safety hazards, vandalism, damage, and future maintenance projects or needs.
- Opens and closes parks in accordance with established schedule.
- Performs and supervises seasonal and other employees engaged in park maintenance.
- Performs mowing, weeding, etc. of park area.
- Performs clearing of landscape and public areas of litter, fallen limbs, and other debris.
- Plants, trims, waters, and cultivates flowers, shrubs, and trees in Parks.
- Oversees and assists, as needed, in preparing and applying fertilizers, insecticides, fungicides, herbicides, and other chemicals.
- Cleans restrooms and park structures.
- Performs painting and minor repairs.
- Participates in park improvement and promotion.
- Represents Marshall County with tourism, convention and visitors' bureau, and chamber of commerce organizations.
- Participates and cooperates on improvement projects for the parks.
- Oversees improvement projects to assure compliance with plans and specifications.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent, or an equivalent combination of education and experience. 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.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

- None

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.
- 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.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking at a level to convey information, standing, stooping, talking at a level to exchange ideas, shouting in order to be heard, visual acuity to the level of inspecting small parts, and walking. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Body movement or mobility to be able to move about on all types of different terrain. Stamina to withstand adverse weather conditions such as heat and cold when performing outdoor maintenance.

WORKING CONDITIONS

Work is performed in an indoor and outdoor work environment. Work may require traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal bites, or rude/hostile citizens.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.