

**\*All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

**JOB OPENING**  
**RESIDENT PARK MANAGER**

***Grade 23: \$33,958.54 (\$16.33/hr.) - \$46,812.22 (\$22.51/hr.)***

**DEPARTMENT:** PARKS & RECREATION

**DIVISION:** PUBLIC WORKS

**GENERAL DESCRIPTION:**

Performs supervisory duties managing the operations, maintenance, and administrative aspect of a county park in which fees are collected as a routine function. Duties include considerable contact with general public and subordinate employees and require the use of tact in correcting infractions or interpreting applications of park policies and ordinances. Duties are performed under the general supervision of an immediate supervisor who evaluates performance through observation of work, skilled building trades, periodic conference, critiques, and/or records and reports. Performs Park patrolling, ground keeping, custodian and skilled building trade duties.

**ESSENTIAL JOB FUNCTIONS:**

The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position. Depending on the assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

1. Acts as a manager of a moderately complex park, confers with Facilities Director on general policy making and manages a park as a public business enterprise.
2. Patrols the park grounds and facilities to ensure compliance by patrons with ordinances and regulations; provides information and guidance to visitors concerning park services; opens and closes gates, takes reservations, collects camping fees, and controls traffic; monitors and oversees aquatic and swimming areas.
3. Assists with the development and presentation of specialized park programs, classes, or tours.
4. Conducts periodic meetings with assigned personnel, gives instructions regarding park operations, and instructs proper use of new machinery and equipment.
5. Requisitions materials and supplies for the operation and maintenance of the park, keeps records of income and expenditures, assists superiors in preparing budgets, and supervises the training of new personnel.
6. Provides first aid & cardiopulmonary resuscitation (CPR) to patrons during emergencies.
7. Prepares periodic reports concerning all phases of park operation.
8. Assists in maintaining grounds by planting sod, mowing, and edging lawns, planting, trimming, and watering trees and plants, spraying pesticides and fertilizers, hoeing trails and performs other gardening, grounds keeping and landscaping tasks.
9. Performs general and specialized tasks in the construction, renovation, modification, installation, and repair of building, equipment, apparatus, and facilities.
10. Performs plumbing work in repairing valves and fixtures. Repairs and replaces old lines, replaces broken fixtures, unstops sinks and toilets.
11. Performs general carpentry work. Builds shelving, paneling, and framework.
12. Performs painting of building, facilities, and equipment.
13. Performs some routine electrical repairs to County buildings, boxes, and switches.

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14. Replaces light ballasts; removes and replaces wiring and fixtures.
15. Supervises maintenance and construction of park.
16. Cleans and re-supplies restrooms, picnic shelters and other facilities; collect and empties trash.
17. Provides inputs on budget requirements; maintains records and prepares reports on attendance, incidents of vandalism, accidents, and emergencies; and prepares and makes bank deposits.
18. Helps out with other areas in the park system as needed, Animal Refuge, Museum, or other parks.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of one or more building trades. Ability to operate grounds equipment. Ability to make repairs to water, sewer, and electrical systems. Ability to perform assigned work with a minimum of supervision. Ability to establish and maintain effective relationships with the public, Park Board, and other officials.

**EDUCATION AND EXPERIENCE:**

High school graduate or possession of an acceptable equivalency diploma (GED). At a supervisory level, one -year experience in park operations, programs, or maintenance.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Possession of a ***Class "B" CDL Driver's License. Not necessary but helpful.***

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without corrections).
- Moderate (up to 95 pounds) lifting and carrying.
- Pulling, pushing, reaching, balancing.
- Walking, standing, kneeling, bending, stooping.
- Sufficient physical strength and agility to perform a variety of routine custodial tasks in the care and limited maintenance of building and equipment.

**ENVIRONMENTAL CONDITIONS:**

- Works inside and outside with chemicals, solvents, and oils.
- Around moving equipment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)