

Hardee County, FL

JOB DESCRIPTION



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.

Resident Park Manager

Department: Pioneer Park

Pay Grade: 108 (\$37,590.76 to \$57,889.03)

JOB SUMMARY

The Resident Park Manager is responsible for performing 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

- 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.
- Patrols park grounds and facilities to ensure compliance by patrons with ordinances and regulations; and provides information and guidance to visitors concerning park services; and opens and closes gates, takes reservations, collects camping fees and controls traffic; and monitors and oversees aquatic and swimming areas.
- Assists with the development and presentation of specialized park programs, classes, or tours.
- Conducts periodic meetings with assigned personnel, gives instructions regarding park operations, and instructs proper use of new machinery and equipment.
- 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.
- Provides first aid and cardiopulmonary resuscitation (CPR) to patrons during emergencies.
- Prepares periodic reports concerning all phases of park operation.

- 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.
- Performs general and specialized tasks in the construction, renovation, modification, installation, and repair of building, equipment, apparatus, and facilities.
- Performs plumbing work in repairing valves and fixtures. Repairs and replaces old lines, replaces broken fixtures, unstops sinks and toilets.
- Performs general carpentry work. Builds shelving, paneling, and framework.
- Performs painting of building, facilities, and equipment.
- Performs some routine electrical repairs to County buildings, boxes and switches.
- Replaces light ballasts; and removes and replaces wiring and fixtures.
- Supervises maintenance and construction of park.
- Cleans and re-supplies restrooms, picnic shelters and other facilities; and collects and empties trash.
- Provides inputs on budget requirements; and maintains records and prepares reports on attendance, incidents of vandalism, accidents, and emergencies; and prepares and makes bank deposits.
- Assists with other areas in the park system as needed, including the Animal Refuge, Museum or other parks.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; and one (1) year of supervisory experience in park operations, programs, or maintenance; and or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Qualifications:

None.

Licenses, Certifications, or Registrations:

- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.
- Class "B" CDL License (Preferred).
- Pesticide License

Knowledge, Skills and Abilities:

- Knowledge of applicable park regulations, ordinances, nature and recreational programs.
- Knowledge of safety, first-aid, CPR and lifeguard methods and techniques.
- Knowledge of one or more building trades.
- Skills in giving presentations to groups.
- Skills in the use of custodial, ground keeping and building trades equipment's and tools.
- 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 general public, Park Board and other officials.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, hearing, kneeling, lifting, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, and walking. Mental acuity is required for making rational decisions through sound logic and deductive processes. Visual ability is required to operate heavy equipment and perform activities specific to the job, such as viewing a computer terminal, observation of facilities or structures, and/or inspection involving small parts or operations of machines.

WORK ENVIRONMENT

Work is primarily performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

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

Equal Opportunity Employer

Hardee County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All Applications with Resume are accepted in the Human Resources Department located at 205 Hanchey Road, Wauchula, FL 33873 or via email:

humanresources@hardeecounty.net

Position is open till filled
