

BUFFALO COUNTY

Job Description

POSITION TITLE: Park Manager

DEPARTMENT: Facilities OMP

REPORTS TO: Facilities Director

SUPERVISES: Park Staff

PURPOSE OF POSITION: The Park Manager carries out many different kinds of services to manage the Buffalo County Recreation Area – Ravenna Lake, including the labor necessary to care for and maintain the buildings, grounds, and amenities, in order to provide a safe and comfortable environment for the general public. He is in charge of the supervision and management of the activities in the park and campground. He is assigned to lead the employees and volunteers in doing the duties assigned to them, including self-performing the work as needed. He may also need to perform any other related work according to the need.

Essential Functions

- Supervise, maintain and develop BC Recreation Area. Oversee the work of staff, contractors, and vendors. Assist in development and training of park staff and volunteers, and coordinate work schedules. Help establish the goals and objectives of the recreation area with the aim of providing the best recreational experience to the public while conserving the natural resources. Represent the park both on-site and off-site. Manage budgetary expenses and assists with development of yearly park budget. Oversee operations that produce revenues to ensure appropriate and exact accounting of receipts, and facilitate camper reservations/arrivals/stays/departures to ensure satisfied campers.
- Assist full-time maintenance staff, part-time park maintenance staff, and volunteers in keeping park areas, grounds, buildings, and facilities clean by picking up and performing proper disposal of trash, recyclables and compostable debris.
- Perform grounds maintenance including mowing and weed eating and care for flower beds, trees, and other plants. Includes operating light maintenance equipment and other vehicles, including pickups, tractors, mowers and other equipment in the performance of duties.
- Maintain recreation areas, trails and lake, and other similar duties using Buffalo County equipment. Use sprayers, foggers, traps, etc., as needed to maintain control of weeds, insects, pests, and vermin (mice, muskrats, beaver, etc.).
- Perform inspections and routine maintenance of small equipment, including mowers, trimmers, etc. as well as on building equipment and fixtures.
- Perform custodial work in park buildings and facilities, including cleaning restrooms.

- Assist with set up for special events and use of rental facilities, including campground area. Assist with usage of camping reservation system. Collect camping fees for drive up campers and turn in to County office, along with any receipts and invoices for local purchases.
- Be point of contact for those visiting the lake, campers, and local residents. Promote the Recreation Area via localized contact, public appearances, and social media.
- Utilize FacilityDude for work orders and maintain records as needed, including oral and written reports to Facilities OMP office.
- Be a part of the Lake Committee, attend committee meetings, and facilitate the committee meetings in the absence of the Facilities Director.
- Work with County Sheriff's Office, and Ravenna Police Department to ensure a safe and pleasant environment for patron usage of Recreation Area and Campground.
- Perform other duties as directed or as the situation dictates.

Essential Knowledge, Experience, and Abilities

- Knowledge of principles of personnel management, ability to organize and manage the work of others, ability to establish and maintain business relationships with the community and other organizations, excellent oral and communication skills, ability to train employees, and ability to pay close attention to detail.
- Basic knowledge of, and the ability to care for and safely operate light automotive equipment, light construction equipment including lawn mowing and grounds maintenance equipment, and equipment necessary to perform the job.
- Ability to keep simple, accurate records.
- Basic knowledge of proper chemical use and dilution ratios, and understanding of MSDS information and use.
- Ability to understand and follow oral and written work orders.
- Ability to establish and maintain positive rapport with supervisors, fellow employees, and the general public while presenting a positive image for the county.
- Ability to maintain both confidential information and a secure environment.
- Ability to work efficiently, plan, and complete duties with minimal supervision.

Essential Education, Certifications, and/or Licenses

- Must possess a valid state of Nebraska motor vehicle operator's license.

- Possession of professional certifications a plus. Must have ability/desire to obtain advanced certifications as needed/requested.
- Requires a high school education or equivalent.
- Must be at least 18 years old.

Skills Crucial to Success in This Role

- Understanding of basic care and maintenance of turf, trees and shrubs.
- Understanding of basic care and general maintenance of recreation areas, athletic fields, lakes, and campground facilities.
- Basic professional conduct in the workplace, including respectful communication and civility toward others.
- Ability to work safely following safety standards and wearing appropriate personal protective equipment (PPE).

Essential Physical Demands and Typical Working Conditions

- Work requires a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, and stooping.
- The employee must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment involved in the maintenance and repair of public facilities and grounds including utilizing and operating equipment requiring continuous or repetitive hand/arm movements, and have the ability to remain in a sitting or standing position for extended periods of time.
- Work duties require that employee be able to lift, carry, push and pull equipment and supplies weighing up to 75 occasionally, up to 25 pounds frequently, and/or up to 10 pounds constantly.
- Work may be performed outdoors and in all weather conditions and requires the ability to tolerate a work environment that includes contact with some chemicals, pesticides, fuels, dirt and plant materials, cleaning solvent, bacteria, and blood-borne pathogens.
- Work duties require that employee be able to set up, climb, and work off of ladders.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.
- Must work at the assigned work sites, including travel as required for work duties.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.