

Pickaway County Park District

Position Description

Position Title: Operations Manager

Program: Park Operations

Work Schedule: 29 hours/Week

Employment Status: Part time

from March to November

Pay Range: \$15.00/hr - \$18.00/hr

Some weekend and evening work is required

Reports To: Director

Position Summary:

Plans, directs, manages the operation and maintenance of county owned or managed parks, facilities and infrastructure. Performs a broad range of maintenance function to keep the parks and trails of the District clean and safe.

Critical Characteristics:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple task simultaneously
- Ability to work independently
- Demonstrates regular and predictable attendance

Essential Function, Duties and Responsibilities:

- Opens and closes park facilities as necessary.
- Identifies issues, potential solutions and strategies for Parks Operation's programs and services and submit to Park Director
- Develop and maintain effective communications and positive working relationships with District personnel, vendors, volunteers, visitors and outside partners
- Develop and manage plans for general maintenance and improvement projects including contacting contractors and overseeing contracted projects, if needed
- Support other departments and perform other duties as required
- Cleans and clears debris, parking lots, litter, leaves, snow and ice at park facilities
- Collects trash from Park & Trail receptacles as needed
- Operates, cleans, cares and performs preventative maintenance for a wide range of custodial, grounds keeping, maintenance and repair equipment/ tools including but not limited to, riding mowers, blowers, chainsaws, side-by side, trailer, tree trimmer, maintenance truck, etc.

- Performs general grounds keeping/ landscaping and forestry duties, including but not limited to, installing and maintain landscape materials, signs, trail maintained, trail clearing, blowing and raking leaves, mowing parks and trails, edging, removing weeds, pruning shrubbery and trees in park and along trails, watering and fertilizing, removing debris and trash, applying fertilizer, fungicides and pesticides.
- Perform erosion control and storm cleanup activities
- Performs related work as assigned
- Reports to Director regarding issues resolved, those needing attention and those currently in progress

Qualifications:

High School Diploma or GED and any combination of education, training and experience which provides the necessary skills, knowledge, and abilities to perform the work of this job. Some college/ higher education is preferred. A minimum of 6 months experience in a maintenance type position with similar duties as outlined above. Other requirements include:

- Must possess a valid Ohio driver's license and be insurable by the Park Districts insurance carrier
- Must obtain or be able to obtain a commercial spraying license through Ohio Department of Agriculture
- Must have the ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials, volunteers and the general public as well as exercise sound judgement, maintain accurate records, interpret general instructions, and prepare meaningful, accurate, and concise reports
- Have ability and commitment to work with the public
- Have knowledge of basic methods, techniques and tools used for building, ground maintenance, carpentry, plumbing, and electrical repair
- Understand and have knowledge of applicable safety regulations and precautions
- Must be able to work independently
- Must have basic math skills, computer skills, reading skills, reasoning skills and language skills

Working Condition's and Physical Demands:

- Evening and weekend assignments may be required
- Travel within the County and possibly to neighboring counties may be required
- May be required to drive in inclement weather
- May be required to work in adverse weather conditions for long periods of time (over an Hour). Conditions may include, but are not limited to, temperatures below 32 degrees and exceeding 100 degrees, rain snow high humidity, rain snow and ice.
- May be exposed to noise, vibration, physical hazards, oil, fumes, odors, dust, mists, gases, poor ventilation, chemicals
- Will be required to walk, talk and hear, operate grounds maintenance and heavy equipment, lift heavy objects, operate power and hand tools, drive and park vehicles, vehicles with attached trailer and off-road vehicles.
- Frequently required to stand, sit, climb, balance, stoop, kneel, crouch for periods of time

Operations Manager - Park District

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee

My signature below signifies that I have reviewed and understand the contents of mu position, and will perform to the best of my ability, the job duties and requirements specified in this position description

Approval of Appointing Authority

____/____/____
Date

Employee Signature

____/____/____
Date