



Trempealeau County Opening Limited Term Position of Park Manager

PURPOSE OF POSITION:

The purpose of the position is to act as a campground manager and ensure that park grounds, buildings, facilities and equipment are maintained in a safe and clean condition. The work is performed under the general direction of the Parks and Environmental Specialist.

This position is a seasonal, part-time position (29 hours per week on average). Position to include weekend and evening work. Flexible scheduling is available. The duration of this position is anticipated for May through November. The work is performed at Pietrek Park located between Independence and Arcadia, WI.

REQUIRED QUALIFICATIONS:

High school diploma or equivalent, experience in grounds maintenance, farm work, or general labor desired or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience using tools, machinery and power equipment required. Fluent in both English and Spanish desired. Prior leadership experience helpful. A valid driver's license required.

COMPENSATION / BENEFITS:

The rate of pay for this position is: \$14.00 per hour. This is a part-time, seasonal position and does not qualify for benefits.

All required application materials can be found at www.trempealeaucounty.com

A completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

Open Until Filled

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: hr@co.trempealeau.wi.us

Equal Opportunity Employer / Affirmative Action

Trempealeau County Position Description

Name:		Department:	Department of Land Management
Position Title:	Park Manager (LTE)	FLSA:	Non-exempt
Date:	March 2019	Reports To:	Director of Land Management And Parks and Environmental Specialist

Purpose of Position

The purpose of this position is to act as a campground manager and ensure that park grounds, buildings, facilities and equipment are maintained in a safe and clean condition. The work is performed under the general direction of the Parks and Environmental Specialist.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Functions as campground manager and enforces campground rules.

Assist with scheduling and prioritizing workload as applicable.

Collects fees from campers and posts campsite information.

Engages in regular inspections of park for health and safety concerns.

Performs maintenance duties and makes repairs as needed.

Repairs and paints picnic tables, benches, restrooms, fences, and shelter houses.

Installs posts, trail structures, and signage.

Cleans out fire rings and grills.

Garbage disposal and litter pick-up around the park and in the shelters.

Cleans and stocks bathrooms and shelters.

Engages in lawn mowing as needed.

Hauls debris, rakes lawns and maintains park trail system.

Trims trees and brush.

Posts Campsite Information.

Performs minor repair work and simple maintenance work to equipment.

Reports park property abuse, such as vandalism or violations of park rules and regulations.

Enforces the park's opening and closing hours.

Coordinates with law enforcement and road maintenance activities as needed.

Coordinates with Health Department on inspections of campground.

Assists the public in its use of park facilities and maintains favorable public relations.

Maintains levels of adequate cleaning and bathroom supplies.

Communicates with the County Parks and Environmental Specialist to prepare for building and campsite rentals, status updates on projects, and for other park related needs.

Operates a variety of tools and equipment, including tractors, lawn mowers, chainsaws, motor vehicles, power hand and shop bench tools, shovels, rakes, trimmers, keys and ladders.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, experience in grounds maintenance, farm work, or general labor desired or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience using tools, machinery and power equipment required. Fluent in both English and Spanish desired. Prior leadership experience helpful. A valid driver's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Must be able to meet and interact with the general public and other members of staff in a courteous and professional manner.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to follow oral and written instructions, exercise independent judgement, and make sound decisions.

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Ability to handle money and general bookkeeping.

Physical Requirements

Ability to perform general maintenance and minor repairs on buildings, equipment, and grounds.

Ability to perform necessary manual labor.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicles, lawn mower, weed trimmer, common hand and power tools, brooms, shovels, painting equipment, carpenter's tools, and two-way radio.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, odors, noise, and dust may cause discomfort and poses a limited risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date