

SANILAC COUNTY PARKS
JOB OPENING
SANILAC COUNTY EVERGREEN PARK

PARKS MAINTENANCE SUPERVISOR
FULL TIME/40 HOURS PER WEEK
\$16.72 PER HOUR-7STEP PAY SCALE W/BENEFITS
FOR APPLICATION AND COMPLETE JOB DESCRIPTION GO TO:
WWW.SANILACCOUNTY.NET "EMPLOYMENT OPPORTUNITIES"

EMAIL APP TO: greenrv@greatlakes.net or drop off at:

Sanilac County Evergreen Park
4731 Van Dyke Rd.
Cass City, MI 48419
989-872-6600 Manager Joe Ewald

County of Sanilac

Job Description

Job Title: Parks Maintenance Supervisor	Reports to: Parks Manager
Department: Parks	FLSA: Non-Exempt
Pay grade:	Prepared by: Jody Morris
Date: July 2, 2018	

POSITION SUMMARY:

Under the supervision of the Park Manager, supervises and participates in the work necessary to operate and maintain a county park. This position requires both technical abilities and supervisory skills. Obey and enforce rules and regulations established by the Park Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises park personnel engaged in operating and maintaining the County Parks. Inspects work in progress and/or upon completion to assure quality and quantity of work performed.
2. Patrols park to assure that all vehicles have permits and to enforce park rules and regulations. Responds to solve a variety of complaints such as barking dogs, noisy campers or inoperative facilities. May be called upon to perform public relations duties, such as answering questions, assisting and spending time with park users, etc.
3. Participates in maintenance activities such as mowing and trimming grass, raking leaves, clearing trees and brush, maintaining buildings and equipment owned and operated by the park.
4. Registers incoming campers and other park users. Collects fees, assigns campsites, reserves campsites in response to mail and phone requests and enters information into the computers.
5. Substitutes for park manager in his/her absence.
6. Must be able to perform lifting functions in accordance with prescribed duties.

SUPERVISION:

Supervises: Park Personnel

QUALIFICATIONS:

1. High School Diploma or Equivalent.
2. At least 21 years of age, minimum of 2 years' experience in Park and Recreation management or equivalent experience.
3. Ability to perform all phases of park operation.
4. Willingness to serve the public beyond a forty (40) hour work week including weekends and holidays.
5. Knowledge of computer applications desired.
6. Must possess a valid Michigan driver's license.
7. Must pass background check.

8. At Evergreen Park will be required to have a pesticide applicator license.

(The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.)

PHYSICAL/MENTAL REQUIREMENTS:

Physical strength and agility to bend, crawl, stoop and reach while performing various tasks. Ability to lift heavy objects and handle hot or cold temperatures. Must be mentally alert and of sound mind.