

**INGHAM COUNTY  
JOB DESCRIPTION**

**PARK MANAGER III**

**General Summary:**

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has grounds maintenance responsibilities for both the Zoo and Potter Park, customer service responsibilities, park visitors, and shelter users. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Relief Winter Sports Manager.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Responsible for the management of a metropolitan park complex, Potter Park and Zoo.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
3. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
4. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
5. Assists park police in the enforcement of rules and regulations.
6. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as paddle boats and food concessions.
7. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.

8. Assists the Director with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

9. Performs other duties as required.

**Other Functions:**

10. None listed.

**Employment Qualifications:**

**Education:** The job requires a professional level of knowledge in a specialized field, equivalent to that which normally would be acquired by completing a regular four-year college program.

**Experience:** A minimum of five years experience in parks management, and building and grounds maintenance is also required.

**Other Requirements:**

Ability to obtain a State License as a Pesticide Applicator is required. A valid Motor Vehicle Operator's License with a commercial Driver's Designation is also required, within three months of employment.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Walks over uneven terrain to maintain lawns and grounds and perform maintenance tasks.

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders in order to paint walls and ceilings, prune trees, and reach areas needing repairs.

Climbing into trucks and onto other equipment.

Lifting ability to remove trash and debris, tree limbs and other items.

Ability to lift trash barrels and load into truck.

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Ability to reach all areas of buildings and facilities in order to perform maintenance tasks.

Ability to operate chain saws, tree trimming equipment and mowers.

Ability to operate light trucks, tractors and riding mowers for extended periods of time.

**Working Conditions:**

Works outside in varying weather conditions.

Exposure to various cutting tools and equipment such as mowers, chain saws, and other power saws.

Works in all areas of Parks Department.

Works in cramped body positions to perform maintenance and repairs.

Works in areas with loud noise.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

Exposure to environmental allergens such as grass, weeds and pollens.

Exposure to poisonous plants while working in the field.

Contact with oil and petroleum products.

Exposure to solvents, degreasers, pesticides and herbicides.

Exposure to gases and fumes.

Works in elevated areas to trim trees and construct footbridges and other structures.

Works in cramped positions to perform some repair tasks.

