

SEASONAL BUILDING AND GROUNDS MANAGER

General Summary: Under the general supervision of the Seasonal Park Manager with oversight provided by the Full-Time Operations Manager and Full-Time Assistant Operations Manager. Responsible for the supervision of the park ranger, building and grounds maintenance, custodial and night ranger positions. Duties include supervision and participation in all established work functions related to building and grounds maintenance and care within a park and campground operation as listed in the typical and essential duties section below.

Conduct: Conduct, both inside and outside the park boundaries, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon the Mecosta County Park Commission. Employee is expected to remain professional at all times while interacting with patrons, superiors, park managers and line staff.

Drug Free Workplace Policy: Acknowledgement and compliance with the County of Mecosta Drug Free Workplace Policy is a condition of employment. Passing of a pre-employment physical is a requirement of this position.

Hours of Work: A standard work week consists of forty to fifty hours per week, five days per week, with two days off per week. Due to the nature of the job, the employee will be expected to work most weekends and holidays. Employee agrees to be on-call a minimum of 2-3 times per week and reside within the park during non-working hours to address customer complaints and emergency situations that may arise. Additional work and on-call hours may be required of the employee due to unusual circumstances (emergencies, employee absenteeism, exceptional park usage, etc.). Work schedule will be reviewed and approved by the Park Manager with input by the Operations or Assistant Operations Manager.

Housing: Residence in the park is required a minimum of 2-3 nights/week during the camping season. A seasonal campsite or housing unit will be provided as part of the job offer for the position. The housing unit or campsite provided shall always be kept clean and maintained to the satisfaction of the Mecosta County Park Commission. The Building and Grounds Manager will receive one annual vehicle permit to enter or reside within the park.

Minimum Entrance Requirements: High school diploma or higher education is required. Applicant must also have basic computer skills, knowledge of landscape equipment operation and equipment maintenance, mechanical and general construction skills, and experience in staff management. Applicant must possess a valid driver's license and pass a pre-employment background screening. Applicant should be a highly organized self-motivator capable of multitasking, demonstrating good written and verbal communication skills and be able to verify leadership experience with preferred techniques.

Weightlifting Limit: All employees must be able to lift at least 35#.

Preferred Skills: Electrical and Plumbing experience. Enhanced Computer skills and experience utilizing Microsoft Excel spreadsheets and other Microsoft Word applications.

Typical/Essential Duties:

- Under the direct supervision of the Seasonal Park Manager, is responsible for the day to day operations of maintaining buildings and grounds of a county park and campground. Responsible for park staff categorized as park rangers, building and ground maintenance, custodians and night rangers including employee training; assisting with scheduling; coaching and other staffing needs as assigned.
- Provides input to Office Manager to create bi-weekly work schedules for all staff ensuring that adequate personnel will be on hand to operate and maintain all park buildings and grounds.
- Oversees and prioritizes daily work assignments, providing training when necessary. Inspects work in progress and completed assignments to ensure the quality and quantity of work performed.
- Inspects park grounds and facilities and ensures proper maintenance, safety and cleanliness are being obtained.
- Ensures campsites are being checked between departures and arrivals for cleanliness.
- Reviews operational reports (arrivals, departures, reservations) as necessary to establish goals and project list for line staff.
- Assist with preparing park facilities for special events and weekly activities.
- Creates improvement action plans and communicates park operational or material deficiencies to superiors.
- Maintains an organized and controlled maintenance schedule for all park equipment. Ensures staff are completing appropriate logs related to equipment use/maintenance and are following mandated safety procedures when equipment is being utilized.
- Performs various personnel management functions such as evaluating employee performance, documenting coaching/counseling of employees, and recommends the discharge of unsatisfactory employees.
- Oversees the monitoring and adherence of established park rules and regulations, policies and procedures by staff and park guests. Ensures parks are kept in family friendly condition with quiet hours being observed.
- Responds to and solves a variety of complaints such as barking dogs, noisy campers, inoperative facilities, etc. May be called upon to perform in public relations duties, such as answering questions, assisting park users, etc.
- Ensures all park restrooms are being cleaned appropriately and on schedule.
- Ensures that trash throughout the park grounds and buildings is disposed of properly and in a timely manner. Always keeps park grounds in a pristine trash free condition.

- Recognizes, schedules, and assigns staff to complete all routine maintenance items such as painting, sign repair and maintenance of trails, swim areas, grills, picnic tables, fencing and benches.
- Ensures playground safety inspections are being completed and recorded with any needed repairs being assigned to the appropriate staff.
- Maintains and keeps up to date inventories of all supplies and equipment.
- Patrols park grounds to ensure that all vehicles/boats have required permits.
- If needed, fills in and assists for any live level staff position such as ranger, building and grounds maintenance and custodial duties,
- Is available on-call during scheduled manager on duty evening and overnight shifts to respond to staff or camper concerns.
- Coordinates various park opening and closing checklist items with the superiors.
- Maintains confidentiality regarding sensitive information.

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

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I understand that this is a seasonal salary at-will (can be terminated with or without cause) position that may require more than a forty-hour work week to fulfill my responsibilities and requires on-call residence within the park of employment a minimum of 2-3 days each week.

Signature: _____

Date: _____