



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Park Operations Manager
Department: Parks
FLSA Status: Exempt
WC Code: 9102
Effective Date: April 1, 2020
Last Revised: April 1, 2020
Pay Grade: NU14
Union: Non-Union (Supervisory)

SUMMARY

Administers, organizes, plans and directs the daily operations for the maintenance and care of Parks property, buildings, and grounds; performs related work as required. Manages the day-to-day operations of the Parks. An employee in this class is responsible for managing the Parks, including operation and maintenance for the parks, boat ramps, recreation/nature areas and cemetery. Authorizes parks maintenance expenditures. Work is performed under the general supervision of the Parks Director who reviews work primarily on the overall upkeep of properties. Management and supervision is provided to Rangers, Hosts, seasonal employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Develops and implements goals and objectives for public parks properties and ensures County facilities are maintain and operational.
2. Coordinates park projects with the Parks Director to create short and long term management needs for the parks.
3. Ensures that each park maintains safe public water systems and that all water tests and reports are submitted to various State and County departments.
4. Installs electrical wiring, motors, panels and irrigation controls.
5. Performs carpentry duties on buildings, shelters, playground equipment, and other Park facilities.
6. Coordinates and performs installation and repair of plumbing systems and fixtures.
7. Maintains park grounds, including constructing and/or maintaining roadways, campsites, and walking trails.
8. Performs maintenance and minor mechanical repairs on machines, tools, mowers, tractors, etc.
9. Supervises and trains subordinate employees, including assigning and reviewing work, as well as recommending hiring and termination decisions for seasonal employees and hosts.

10. Responds to inquiries from the public regarding park facilities and issues; provides excellence in customer service.
11. Responsible for supplies and material inventory, ordering, equipment and labor to maintain and improve property and ensure a safe environment for employees and the public.
12. Ensures all employees, hosts and volunteer to comply with all safety requirements and policies.
13. Ensures all parks are kept to park standards, including managing paperwork, collecting fee envelopes, enforcing fees, writing citations, cleaning bathrooms and showers, and performing various maintenance as needed.
14. Works with park Director to draft and ensure compliance with annual budget.
15. Serves as Director in the absence of Director.
16. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises subordinate employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending hiring and termination decisions. Carries out supervisory responsibilities in accordance with policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires considerable knowledge of the practices, principles and methods used in construction and building maintenance; lawn, shrub, tree and landscape maintenance; and safety practices and precautions related to assigned responsibilities. Must possess computer skills, including proficiency in the use of Microsoft Office. Requires the ability to understand and follow oral and written instructions; communicate effectively both verbally and in writing; coordinate and direct the activities of subordinate employees; read and interpret plans and specifications; deal courteously and tactfully with the public; establish and maintain effective working relationships with other employees, County departments and the general public.

EDUCATION AND EXPERIENCE

High school education or equivalency; and four years of experience in the construction and/or maintenance trades, preferably with experience in parks maintenance with at least one year of supervisory experience; or any satisfactory combination of experience and training which provides the applicant with the desired skills, knowledge and ability required to perform the above described duties.

JOB IMPACT

Consequences of error could jeopardize the health and welfare of the public resulting in a liability to the County. Problems encountered generally revolve around issues with the general public who disobey park rules, have medical emergencies or cause vandalism. Other problems may include facilities issues such as locating water and electric lines and related maintenance items.

JOB CONTACTS

This position has frequent contact with outside agencies and the public. Contacts are made with other County departments including sharing equipment and services with County Forestry, Animal Control, Sheriff's Department, Public Health, Community Justice, the Parks Advisory Board, the Board of County Commissioners, civic organizations, community groups and the general public for day to day operations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to communicate effectively, both orally and in writing.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving variables in standardized situations.

OTHER SKILLS AND ABILITIES

The operation of a backhoe and tractor; and the safe operation and maintenance of various hand and power tools used in park maintenance and construction.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain an Oregon Commercial Driver's License and Heavy Equipment certifications (Forklift, Front Loader, Tractor, etc.). Maintain a safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The majority of work is performed in a park area which requires working in all types of weather conditions, walking, lifting and pulling. The position is impacted by repetitiveness; heavy work flow, the need to make quick decisions or judgments under pressure, the need for extreme accuracy or precision; and uncontrollable interruptions and distractions.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Yes			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>