

LaMoure County, North Dakota

Job Description

Job Title: Parks & Recreation Site Supervisor

FLSA Status: Non-Exempt

Reports to: Board of Commissioners

Job Status: Seasonal

Department: Parks & Recreations

Date: 3/20/2018

Job Summary:

Under the general supervision of the Board of County Commissioners assisted by the Park Board, manages the external operations of the Park and Recreation Area.

Essential Duties & Responsibilities:

- Maintain and clean park facilities including grounds and restrooms.
- Assist park patrons, take camping and group activity reservations and collect fees.
- Promote good relations with patrons, activity groups and seasonal staff by being visible, available and friendly.
- Plan and provide work direction to seasonal employees.
- Closely monitor and enforce park rules and regulations.
- Provide park security and inspect grounds and facilities for safety concerns.
- Prepare monthly report of operations, receipts, expenses and recommendations for improvements.
- Perform other duties as assigned.

Knowledge, Skills & Abilities:

- Knowledge of equipment and tool use, repair and maintenance.
- Basic knowledge of carpentry, plumbing, and electricity sufficient to perform minor building maintenance and repair.
- Ability to plan and provide work direction to seasonal employees.
- Ability to communicate effectively with park users, seasonal staff, and the general public.
- Ability to maintain and repair park facilities.
- Ability to enforce park rules and regulations.
- Ability to visualize and recommend park enhancements.
- Ability to perform administrative tasks such as keeping accurate records, collecting money, and buying supplies.
- Ability to apply appropriate guidelines, either specific or general, to appropriate duty.

Minimum Qualifications:

- Graduation from high school and two (2) years building and grounds maintenance, preferably in parks and recreations work; or any equivalent combination of education, training or experience.
- Must be able to work evenings and weekends.
- Valid North Dakota driver license with a clean driving record

Special Working Conditions/Physical Demands:

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to extreme weather conditions such as temperature, wind, low visibility, and occasionally high water. The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, grip, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

Clarification Clause:

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining a parks and recreations related position. The job description is not a contract. The County reserves the right to modify job descriptions at any time.

Employee Signature

Date