

**INGHAM COUNTY  
JOB DESCRIPTION**

**ASSISTANT PARK MANAGER**

**FLSA:** Non-Exempt

**Reports To:** Park Managers

**Supervises:** Seasonal and full-time employees as assigned

**General Summary:**

Under the supervision of the Park Manager I, Park Manager II, or the Maintenance Supervisor, assists with the supervision of and performs the work necessary to operate and maintain the County Parks System. Acts as the Relief Manager in the absence of the Park Manager. Duties include, but are not limited to, supervision of seasonal employees, community service workers, and inmate crews, overseeing and participating in visitor assistance, rule and regulation enforcement, landscaping and fertilization, building and equipment repair and upkeep, department-operated enterprise fund activities, and other required duties. Functions as a working foreperson during the off season, performing tasks related to winter sports operations maintenance and construction operations, and other assigned duties.

**Typical Duties:**

1. In the absence of the Manager, is responsible for the day-to-day management of the park(s) as assigned.
2. Assists with the supervision of seasonal, community service workers, inmate crews, and occasionally full-time employees engaged in park maintenance and operational activities. Assists with scheduling of work, provides training and supervision for seasonal and full-time employees, as warranted.
3. Performs and assists with the assignment and supervision of maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
4. Performs and assists with the assignment and supervision of maintenance and repair work on park buildings, structures, and equipment including roofing, painting, plumbing repairs, carpentry, and other areas of general maintenance.
5. Responsible for first level rule and regulation enforcement.
6. Assists with monitoring reservations. Oversees snack bar, rentals and other enterprise fund activities.

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7. Assists with accounting for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
8. Functions as a Crew Leader during the off season, performing tasks related to winter sports and other maintenance and construction activities.
9. Performs other duties as required.

**Essential Job Functions:** With or without accommodations, this employee must be physically and mentally capable of conversation and instruction with park patrons, employees, other County Staff, and the general public. Visually monitors staff and park patrons for appropriate actions. Walks on various types of terrain in all climate conditions. Operates various types of hand power tools and outdoor power equipment. Must be capable of performing various types of maintenance and construction tasks necessary to build and maintain the facilities. Climbs stairs and ladders. Will occasionally, lift, carry, push or pull weights up to 100 lbs. Performs other routine physical functions like bending, sitting, standing, squatting, etc., typical of Parks Maintenance duties and employees. Must obtain certification in pesticide/herbicide application within six months of hire date.

**Degree/Experience:**

Must have a Bachelor's Degree in Parks and Recreation or other closely related field of study or equivalent park experience. Directly related Parks management experience can be substituted for education on a one-to-one ratio. Supervisory experience preferred. Ability to obtain state licensing as a Pesticide Applicator is required within six months of hire date. A valid Michigan Motor Vehicle Operator's License is required at date of hire. Must have a good driving record.

9-30-03

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