

Town of White Bluff

Department/Office: Public Works/Parks and Recreation

Job Title: Interim Parks Manager

Reports to: Public Works Director

Job Requirements:

Education: This position requires a minimum of an associate's degree in a Recreation and Sport Management-related field or two years of relevant experience in a parks management position.

Experience: Two years of increasingly responsible related experience is required.

Physical / Sensory / Environmental: (See Addendum, Part A)

Job Duties and Responsibilities

- Responsible for the management and operations of the recreational facilities, field grounds, and other recreational areas owned and operated by the Town.
- Oversee all operations and maintenance of park and recreational facilities.
- Coordinate scheduling of all park and recreational facility reservations including community sport leagues using facility management software.
- Prepare and maintain fields for use by the local community and sports organizations.
- Operate machinery and equipment necessary to maintain park and recreational facilities.
- Clean, maintain, and properly store equipment for facility maintenance.
- Supervise work completed by contractors within and/or for park and recreational facilities.
- Inspect daily town owned recreational property for trash and properly dispose of any waste.
- Verify recreational buildings are secured and locked at the appropriate time.
- Plan, organize, and promote town sponsored recreational events in coordination with the Town of White Bluff Parks Board.
- Follow the town's established purchasing procedures for all parks and recreation materials and supplies.
- Maintain proper level of supplies and inventory needed for facilities to operate.
- Establish and maintain an effective working relationship with the public, other departments, agencies, and organizations, the news media, and all employees of the town.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of principles and practices of public recreation delivery and facilities management.
- Knowledge of the facilities and equipment needed to implement and operate a broad recreation and fitness program.
- Knowledge and experience with Microsoft Office Suites.
- Good oral and written communication skills are required.
- Ability to work with a variety of people, including staff and members of the public.
- Ability to deal effectively with citizen complaints regarding department activities and procedures.
- Ability to use independent judgement according to varying situations and complete a course of action for various tasks.
- Ability to work outside year-round, and in inclement weather as needed.

- Ability to lift or carry up to 50 lbs.
- Intermittent sitting, standing, stooping, and walking are required.
- A valid driver's license is required, and the ability to operate a motor vehicle or other machinery.

JOB TITLE: Interim Parks Manager

Universal Standards / Universal Requirements

A. Universal Standards	Explain Rating of 1	INDICATE RATING
1. Displays Town of White Bluff's values: customer focused, respect, integrity, dedicated and enthusiastic toward all customers to include co-workers, customers and others.	1. _____ _____ _____	_____ _____
2. Demonstrates a sense of ownership and commitment to co-workers in daily work habits and teamwork.	2. _____ _____ _____	_____ _____
3. Contributes to the town's financial viability (material resources).	3. _____ _____ _____	_____ _____
4. Participates in the improvement activities of the office/department through suggestions and active involvement.	4. _____ _____ _____	_____ _____
5. Participates in developing a culture of safety and promoting customer safety through observations, reporting and actions.	5. _____ _____ _____	_____ _____
6. Attendance: "3"= 0 occurrences; "2"= 1 occurrence; "0"= 2 or more occurrences.	6. _____ _____ _____	_____ _____
<u>B. Universal Requirements</u>	Directions	
1. Effectively contributed to the town's mission of providing quality services to the community.	<i>An employee either meets the requirement and receives a rating of "2" or fails to meet the requirement and receives a rating of "1".</i>	_____ _____
2. Followed town policies and received no corrective actions in review period.		_____ _____

ADDENDUM

**ADDITIONAL INFORMATION
FOR HIRING PROCESS**

Town of White Bluff**White Bluff, TN****ADDENDUM: PERSON SPECIFICATIONS****PART A: Summary of Physical, Sensory, and Environmental Requirements
Needed to Perform Essential Job Duties****Job Title:** **Public Works (All)****A. Physical Requirements****Explanation**

1. Lifting: Up to 50lbs. Yes
2. Carrying: Up to 50 lbs. Yes
3. Pushing/Pulling: Up to 50 lbs. Yes
4. Use of Equipment: (Machines, tools):
Details in Job Description

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting			X		
6. Standing		X			
7. Walking		X			
8. Bending		X			
9. Stooping		X			
10. Crawling			X		
11. Climbing		X			
12. Reaching Above Head		X			
13. Grasping:		X			
a. One Hand		X			
b. Both Hands		X			
14. Fine Manipulating:		X			
a. One Hand		X			
b. Two Hands		X			

Job Title:**Public Works (All)**

B. Environmental Requirements		Explanation			
	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposed to Marked Changes in Temperature		X			
2. Outside Work		X			
3. Exposure to dust, fumes, odors, water, etc.		X			
4. Exposure to biological, mechanical, electrical, and/or chemical hazards			X		
5. Normal (inside) environment			X		

C. Sensory Requirements

	Necessary		Not Necessary		Explanation
1. Eyesight					
a. Normal/Corrected	X				
b. Close Eye Work	X				
c. Other	X				
2. Hearing					
a. Normal Tones	X				
b. Soft Tones	X				
c. Other	X				
3. Distinguish Temperatures by:					
a. Touch	X				
b. Proximity	X				

KNOWLEDGE, SKILLS AND ABILITIES

A. DRUG FREE WORKPLACE – Employees of the Town of White Bluff work in a drug/alcohol free environment; therefore, every candidate for employment shall be drug screened for legal and illegal drugs prior to a conditional offer of employment becoming an bona fide offer of employment.

B. EDUCATION, LICENSES AND TRAINING

Education: Minimum of an associate's degree in a Recreation and Sports Management-related field or two (2) years of relevant experience in a parks management position.

C. REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of personnel policies and procedures;
- Knowledge of principles and practices of public recreation management;
- Knowledge of materials and equipment used in general maintenance and construction work;
- Knowledge of safe working rules and procedures when dealing with landscaping, chemicals, of OSHA, and occupational safety hazards; and
- Knowledge of principles and methods of supervision; Ability to plan and supervise the work of others.

D. REQUIRED ABILITIES

- Ability to deal effectively with citizen complaints regarding the department activities and procedures;
- Ability to keep records and make reports;
- Ability to use necessary tools and equipment in performances of the required skill;
- Ability to sit, stoop, stand, or walk for long periods of time, work in any weather conditions, day and night and to lift objects weighing up to 50 pounds; and
- Ability to communicate ideas and information clearly, concisely and convincingly in oral or written form.

E. SPECIAL QUALIFICATIONS

- Must hold a valid Tennessee Driver's License.

F. EQUIPMENT/JOB LOCATION

- Operates light duty vehicles, parks maintenance equipment, mobile radio, office machinery and small hand tools;
- Work is done inside and outside;
- May be exposed to loud noises and machinery with moving parts;
- May have to lift objects weighting up to 50 pounds at a time; and
- Will be required intermittently to sit, stand, stoop and walk.