

Park Facilities Manager Employment Ad

The City of Greenville Board of Park Commissioners is accepting cover letters and resumes for the position of Park Facilities Manager.

The position is full time non exempt reporting directly to the Board of Park Commissioners. The pay is salary per Resolution. The position requires regular, predictable, and punctual attendance for a 40 hour work week in addition to a possible evening and weekend work schedule.

The essential functions for the position are to:

- Plan, develop, implement, direct, and perform activities and services of the Parks Department.
- Supervise all subcontractors.
- Supervise, train, and participate in employment selection and hiring process of departmental personnel, including swimming pool personnel.
- Prepare annual budget and monitor expenditures.
- Prepare and maintain departmental records and documents.
- Submit request for available public grants.
- Perform clerical duties (answer telephone, files documents, routine bookkeeping, etc.)
- Requisition supplies and prepare purchase specifications.
- Prepare and advertise job bids.
- Collect and deposit rental fees.
- Oversee special park concessions.
- Promote parks programs within the community.
- Respond to inquiries from parks and swimming pool users and general public.
- Maintain park facilities and equipment.
- Operate equipment.
- Maintain all required licenses and / or certificates.
- Attend workshops and seminars related to duties performed.
- Perform other related duties as assigned by the Board of Park Commissioners.

Candidate qualifications are:

- Knowledge, skill, and ability to perform the essential functions of the position as outlined above.
- Completion of secondary education supplemented by courses and / or experience in park and aquatic facilities management and supervision in grounds maintenance activities.
- Possess a valid State of Ohio Commercial Driver's License, or ability to obtain required license.
- Possess personal vehicle insurance coverage at the State minimum requirements.
- Possess a valid Ohio Department of Agriculture Ohio Pesticide Commercial Applicators License, or ability to obtain required license.
- At least 18 years of age.

Cover letters and resumes, properly marked "Park Facilities Manager Position", will be accepted through January 27, 2012 at 1:00 PM; and may be mail to or dropped off at the Greenville Municipal Building, Mayor's Office, 100 Public Square, Greenville, OH 45331.

The City of Greenville Board of Park Commissioners is an Equal Opportunity Employer.