

## **Lake Jackson Park**

### **Manager Job Description**

Park Hours: Sunrise to Sunset Sunday-Saturday

Employee Hours: Vary to meet park needs.

Employee Hours: The Park Manager will assign employee work schedules.

- Full-time employees are required to work a 40-hour workweek.
- Part-time employees work no more than 32 hours a week.
- Employees lunch is duty free and is not included in the required workweek hours.

**Job Summary:** The park manager at Lake Jackson, being a salaried position, is responsible for ensuring the smooth operation, maintenance, and development of the park, as well as enhancing visitor experiences and promoting environmental conservation.

#### **Qualifications:**

- High School Diploma or GED
- Experience in management or a similar role, demonstrating strong leadership and organizational skills.
- Knowledge of park operations, maintenance practices, and environmental conservation principles are preferred.
- Excellent communication skills, both verbal and written, with the staff, visitors, and stakeholders.
- Strong problem-solving abilities and the capacity to make sound decisions in a fast-paced environment.
- Proficient computer operating skills preferred.
- Possess a valid driver's license.
- Must obtain the ability to pass a drug test.
- Must obtain strength, stamina, and mobility to perform medium to heavy physical work.

#### **Responsibilities:**

- Oversee and manage all aspects of park operations, including facilities, services, staffing, and budgeting.
- Preparing the park for special events such as but not limited to Cancer Freeze, 24<sup>th</sup> of June celebration, and drag boat races as well as cleaning up afterwards.
- Ensure compliance with safety regulations, park policies, and environmental conservation guidelines.
- Develop and implement operational plans to enhance visitor experiences and promote park sustainability.
- Ensure all Park tools and equipment are maintained and kept in working condition, including but limited to playground equipment.

- Ensure all funds are properly accounted for and reported on a monthly financial statement or report.
- Work with volunteer organizations to coordinate special events, or improvements to the park.
- Maintain and keep an inventory of all park equipment.
- Responsible for submitting requests for supplies, equipment, maintenance of equipment, and/or facilities according to established city procedures.