

## **HANCOCK PARK DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Park Manager East  
**CLASSIFICATION:** Grade 5 – Permanent/Full-time/Nonexempt  
**SUPERVISOR:** Riverbend Area Manager  
**LOCATION:** Riverbend Recreation Area Maintenance Facility

### **RESPONSIBILITIES**

In coordination with the Riverbend Area Manager, the Park Manager East is responsible for managing Riverbend Recreation Area, Blanchard River Nature Preserve, Jackson Landing, Lehman Conservation Area, Bright Conservation Area, and other parks as directed; maintaining parks, trails, facilities, buildings, vehicles, and equipment; handling park improvement projects and repairs; supporting programs, special events, and services; complying with operational procedures in the Personnel Manual; and meeting performance expectations in the area of initiative, dependability, quality, and cooperation.

Implementing the overarching park maintenance standards (safety, cleanliness, function, aesthetics, and customer service) is a top priority and a directive. Therefore, becoming familiar with park maintenance standards via review and repetition (i.e., reading, studying, learning, and doing) and being able to correctly interpret and apply those standards in the field is the responsibility of the Park Manager East.

### **ESSENTIAL DUTIES**

1. Inspect parks, trails, buildings, and facilities on a frequent basis and in an efficient, yet thorough manner. Primary inspections are to be conducted on foot, and then supplemented by inspections when driving by, driving through, and visiting parks for any reason. Be observant, detail-oriented, and aware. Be in inspection mode at all times. During inspections, apply the overarching park maintenance standards (safety, cleanliness, function, aesthetics, and customer service). Know what to look for and ask yourself if the standards are being met. If the standards are not being met, then take the initiative to meet the standards without prompting from others. Consult the Park Maintenance Standards for details.
2. During the growing season (i.e., when lawn mowing becomes a routine task) and in preparation for park visitation, focus on basic maintenance tasks, such as mowing and trimming, removing trash and recyclable material, managing vegetation, cleaning, ensuring the readiness of parks and facilities for general park visitation, ensuring the readiness of rental facilities for renters and guests (read the Facility Reservation Report to see when facilities are rented), inspecting parks, trails, and facilities, and handling maintenance issues that arise as a result of those inspections (e.g., vegetation management, building repairs, and safety issues). Inspections should be frequent enough to identify and handle maintenance issues in a timely manner before complaints are received. Be proactive in identifying and preventing potential problems.

3. During the growing season and in preparation for park visitation, basic upkeep is the priority. Focus on the overarching park maintenance standards (safety, cleanliness, function, aesthetics, and customer service). Special projects are secondary, except projects related to safety issues or vandalism.

When basic maintenance tasks have been completed and there is time available, then time can be spent on special projects and goals. To the extent possible, schedule the completion of special projects and goals during the months of November through April. This is an example of managing, rather than simply laboring and maintaining. See the big picture. Take the initiative and plan accordingly.

When maintenance issues exist and projects have been assigned, communicate the anticipated completion date to the Riverbend Area Manager and/or Park Operations Manager. Identifying the completion date will help with task tracking, and it may help expedite the work.

4. Manage vegetation so that it does not hinder the view from seating areas and encroach upon trails and walkways from above and along the sides. Remove vegetation from places where it does not belong, such as hard surfaces (e.g., trails, walkways, and parking lots).
5. Prune trees as needed for tree health and aesthetics, and when branches encroach upon buildings, facilities, playgrounds, parking lots, equipment, trails, walkways, designated viewing areas, site amenities, signs, exhibits, lights, etc.
6. Evaluate current methodology used to maintain vegetation, explore alternatives to spraying chemical and trimming and pruning vegetation on a recurring basis, and identify landscaped areas that can be eliminated in favor of lawn restoration and mowing. Determine if less time can be spent and a low maintenance alternative can be achieved. This type of ongoing assessment is an example of managing, rather than simply laboring and maintaining. See the big picture. Take the initiative and plan accordingly.
7. Mow designated grass areas on a weekly basis. Mow and trim grass on the same day and during the same visit, trim grass around and under all objects and along all edges as needed, and remove grass clippings from hard surfaces, site amenities, signs, etc. to ensure a well-maintained area.
8. Perform tasks related to landscaping and horticulture as directed by the Park Operations Manager.
9. Check trash receptacles and recycle bins on a daily basis. Remove trash and recyclable material to prevent trash receptacles and recycle bins from overflowing and to ensure that receptacles and bins are not so full that customers cannot use them. Sort recyclable material and transport material to a local recycling center. Remove trash when seen on top of receptacles, on the ground, in trees, on trails, and along tree lines. Litter pickup is a constant and expected at all parks and along trails.

10. Inspect Brugeman Lodge, shelters, and pavilions, and the campground, gazebo, and Lakefront Activity Center on a daily basis to ensure readiness for park visitors, and prior to and following each rental, program, and special event to ensure quality customer service. Focus on the cleanup of rental facilities after they have been used (e.g., on Mondays following weekend use).
11. Perform building maintenance activities (e.g., correct safety issues, make repairs, and perform janitorial duties and tasks as required, such as sweeping, mopping, cleaning windows, and cleaning restroom facilities).
12. Handle drinking water monitoring at Riverbend Recreation Area as directed and in coordination with the Riverbend Area Manager and Park Operations Manager.
13. Assess and coordinate the best way to make repairs and improvements in general (e.g., design, make materials list, estimate cost, coordinate details, and complete the project).
14. Remove snow from parking lots, asphalt trails, concrete walkways and pads, shelters, pavilions, gazebo, and patios. Remove snow from signs, site amenities, and disc golf tees. Remove ice from parking lots, walkways, and ramps as needed when rentals, programs, meetings, and other uses are scheduled. Remove snow and ice so that parks and trails can remain functional in winter.
15. Keep truck, mower, and other applicable vehicles and equipment clean and properly maintained. Initiate repairs.
16. Read the daily Facility Reservation Report, note the scheduling of Hancock Park District programs and special events, and plan and conduct maintenance activities in support of and in coordination with the Program Department. Work with event organizers (inside and outside of the Hancock Park District) as directed to help with logistics and the overall use of Riverbend Recreation Area for special events. Provide support as needed.
17. Manage the Raccoon Run Winter Sports Center in coordination with the Program Department (e.g., supply the firewood, maintain the building and grounds, have the snowmobile and trail grooming equipment ready, and groom cross-country ski trails).
18. Enforce land and water use regulations on a situational basis by being aware of what is happening in the parks and on the trails, informing, educating, and encouraging voluntary compliance with park regulations, and seeking assistance from sworn law enforcement officers when public safety is in question and when certain laws are being broken.
19. Participate in routine staff meetings, identify the need for training and continuing education (pursue relevant training opportunities), and prepare and present information to the Riverbend Area Manager and/or Park Operations Manager for the annual budget development process, including operating and capital expenditure requests. Monitor spending and manage expenditures in accordance with the approved budget and assist the Riverbend Area Manager and Park Operations Manager with the development of proactive solutions to control operating costs. Perform various administrative tasks (e.g., purchasing).

20. Participate in the interviewing and hiring of seasonal staff as directed. Train, supervise, and evaluate seasonal staff as directed.
21. Prepare a list of volunteer projects in anticipation of requests and inquiries. Schedule and oversee volunteer projects.

*Essential duties are not to be construed as all-inclusive.  
Other duties may be required and assigned.*

## **QUALIFICATIONS**

A bachelor's degree in Park Management, Natural Resources, Environmental Science, or a closely related field, at least two years of relevant experience with park management and hands-on maintenance of parks, trails, facilities, buildings, vehicles, and equipment, and basic construction and electrical knowledge are preferred. However, any combination of education and experience that demonstrates the ability to handle the responsibilities and essential duties of the position will be considered.

The Park Manager East should be proficient with Microsoft Office software applications and have the ability to communicate in a clear and professional manner both orally and in writing, demonstrate high professional standards and a progressive park management mindset, and be willing to accept new challenges, technologies, and opportunities.

Being comfortable with empowerment and taking the initiative (i.e., being a leader and doing what needs to be done without prompting from others); having a strong work ethic and being responsible with time management (i.e., contributing to an overall effort within the Park Operations Department to maximize efficiency, effectiveness, and productivity); feeling a sense of ownership and doing quality work (i.e., doing the work correctly); and having a positive attitude, listening to others, and communicating with the Riverbend Area Manager and Park Operations Manager (i.e., keeping the Riverbend Area Manager and Park Operations Manager informed about management plans, issues, and status related to the parks, trails, and facilities being managed) are among the professional traits desired by the Hancock Park District.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work regularly occurs in the field where noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive. Work requires the ability to exert moderate but not constant physical effort involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling; lift, carry, push, and pull objects and materials; operate a variety of equipment, machinery, and tools; coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles, and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job related objects, materials, and tasks.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read the Park Manager East Job Description. I understand the responsibilities and essential duties of my position.

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Signature

\_\_\_\_\_  
Date