

HANCOCK PARK DISTRICT JOB POSTING

Park Manager Central

JOB DESCRIPTION

The Park Manager Central is responsible for managing River Parks (Eastpoint Area, Administrative Offices, Waterfalls Area, Riverside Park Waterfront, Centennial Park, River Landings, and Great Karg Well Historical Site), Riverwalk West, Riverwalk East, Pedestrian Bridge, Blue Rock Nature Preserve, Blanchard River Greenway Trail, 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 Central.

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 Central 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 Park Operations Manager (i.e., keeping the 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.

SALARY AND BENEFITS

The base pay for this position is \$18.54 an hour. Classification: Grade 5 – Permanent/Full-time/Nonexempt. Benefits include health, dental and life insurance; paid vacation, holidays and sick leave; one paid personal day each year after six months of employment; and a pension plan through the Ohio Public Employees Retirement System (OPERS).

APPLICATION PROCESS

A complete job description and application are available online at www.hancockparks.com. An application along with a cover letter and résumé are required and must be mailed to or dropped off at Hancock Park District, 1424 East Main Cross Street, Findlay, Ohio 45840 (Monday-Friday from 8:00 a.m. to 4:30 p.m.) or emailed to hpdparks@hancockparks.com or faxed to 419-423-5811. This position is open until filled. The Hancock Park District is an Equal Employment Opportunity (EEO) employer.