Willow Creek Park District - RV Park & Campground

Maintenance Manager - Job Description

**Overview:**

The Maintenance Manager oversees and conducts the Willow Creek Park District RV Park and Campground, and Day Park general facility maintenance. The manager is responsible for performing park landscape and natural area maintenance, repair and renovation and construction on park grounds. The management and maintenance of each facility varies seasonally.

**Supervision:**

Works under the supervision of administrative manager and board of directors.  Limited direction is a responsibility of this position when on-site leadership and guidance of part-time and seasonal personnel is needed.

**Duties**:

* Maintains and repairs park grounds and facilities.
* Maintains and repairs landscaped areas, including lawn, trees, shrubs, and irrigation.
* Operates mowers, tractors, sweepers, and other mid-sized motorized equipment.
* Operates hand and powered tools.
* Identifies and eliminates safety hazards.
* Irrigation system installation, repair, and maintenance.
* Communicates openly and constructively with supervisor and district employees to enable efficient decision-making and positive morale.
* Maintains equipment in clean and safe condition; always operate equipment safely.
* Promotes safe conditions in all park facilities.
* Provides assistance and guidance to public park users as needed.
* Oversee installation of outside contractor repairs or equipment replacement.
* Complete necessary employee training as assigned.
* Performs other duties as assigned.

**Knowledge, Skill, Ability Requirements:**

**Strong Knowledge of:**

* Principles, practices, and methods used in park maintenance repair and construction.
* Equipment and practices involved park grounds, landscape or building maintenance.
* Safety rules and identification of safety hazards; and
* Maintenance and safe operation of powered equipment and hand tools.

**Skills and Ability to:**

* Effectively communicate with others verbally and in writing, including by phone, e-mail or in person to successfully complete assigned projects.
* Work independently while also able to work cooperatively with others.
* Safely operate powered equipment and hand tools.
* Effectively understand and follow oral and written instructions.
* Exercise initiative and good judgment; and
* Establish and maintain effective, cooperative, and respectful working relationships with all contacts.
* Effectively communicate and schedule projects with outside contractors in the event of larger repairs.

**Education, Experience and Training:**

1. High School diploma or equivalent; **AND**
2. Some experience in park maintenance, landscaping, irrigation technology, or construction preferred, **OR**
3. Any satisfactory combination of education, experience, and training.

**Licenses and Certifications:**

1. Possession of, or ability to obtain within 30 days of hire, a valid Oregon driver’s license.

**Working Conditions:**

* Duties are performed outdoors with exposure to inclement weather including heat, cold, humidity, wind, snow, and rain.
* Daily standing and walking over uneven terrain, such as parks and trails with up/down inclines, paved and unpaved surfaces for sustained periods of time.
* Daily operation of a motor vehicle on public roadways.
* Occasional exposure to hazardous chemicals, vibrations and fumes.
* Safety equipment, including shoes, gloves and eye protection are required.
* Occasional lifting, moving, dragging, pushing, and carrying of heavy objects (up to 50 pounds unassisted).
* May require working for emergency callouts or snow removal during off duty hours including some holidays.

**Compensation/Employment Requirements:**

* May require working for emergency callouts or snow removal during off duty hours including some holidays.
* Part-time/Seasonal
  + November – February: average 5 hours/week
  + March – October: average 20-25 hours/week

**Please submit inquiries to: Katie Murray,** [**kmurray@wcparkdistrict.org**](mailto:kmurray@wcparkdistrict.org)

**Include copy of resume, three references, and email subject line: *Applicant, WCPD, Maintenance Manager***