Job Description

Job Title: Park Manager - Full Time
Reports to: Club President
Effective Date: 04-18-2020

This is a full-time salaried position with flexible work week. The individual holding this position will be required to work on the following major holidays,

- Memorial Day
- Fourth of July
- Labor Day

These holidays may be compensated off at a later date, with flex time equal to the rate of one and a half times the hours.

Vacation

- Vacation will be accrued during the first year at 1.53 hr. per 80 hr. worked.
- During the second-year vacation will be accrued at the rate of 4.62 hr. per 80 hr. worked.
- Vacation time will be used every year, or it will be forfeited and there will be no cashing out of any vacation time.
- Vacations will be allowed to be taken after Labor Day and before Memorial Day.
- No vacation time will be allowed to be taken between Memorial Day and Labor Day.

Sick Leave

Sick leave will be accrued at the rate of 2 hr. for every 80-hr. worked.

Overtime Compensation

Overtime will only be allowed to be worked if approved by the club President or Vice President in advance. Any overtime worked without approval will not be compensated.

Any time worked over 80 hr. in a pay period that has been approved will be compensated at 1.5 times the rate of pay.

Major Function and Purpose

- The main function of this position provides oversight of the day to day operations of the club.
- Provides oversight of maintenance, repairs, and makes necessary recommendations to the Board regarding improvements to the facilities and park in general.
- Ensures cleanliness standards set by the Board for restrooms are met or exceeded.
• Ensures that any emergency is brought to the attention of the club President, i.e. an emergency is considered to be any circumstance that threatens club or member property or the safety of all members.
• The roads will be maintained, graded, graveled, to the standard set by the Board of Directors.

**Essential Job Duties and Responsibilities**

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other job related instructions requested by the Board.

• Mow and trim lawns.
• Take care of plants and shrubs.
• Maintain club water system and plumbing.
• Ensures repair and maintenance of the five restrooms and the rest room at the club house.
• Maintains, makes, and determines repairs to the club’s electrical service.
• General maintenance and repair of all club buildings.
• Inspect and make any necessary repairs to the club water drainage systems such as keeping all the drainpipes and culverts flushed and cleaned out.
• When the club house pool is open provides oversight to the operations and testing to the club pool.
• Maintains an ongoing inventory of tools and supplies.
• Maintains and repairs the security gate.
• Ensures that the home provided is always well kept and in good repair.
• Ensures that all club vehicles and machinery and tools are kept well maintained in good condition and are cleaned inside and out on a weekly basis.
• Monitors and enforces the clubs 5mph speed limit as per the club’s rules and regulations.
• Patrols the club roads on a daily basis to help ensure the security of the members lots.
• The Park Manager will have the full authority to enforce all the club rules and regulations and by-laws.
• Generate a report and deliver it at each monthly board meeting.

**Knowledge, skills, and Abilities**

While the requirements may be represented of a minimal level of knowledge, skills, and abilities to perform this job successfully, the individual will possess the abilities or aptitudes to perform each job proficiently.

**Working Conditions**

Work is both indoors and outdoors and may be subject to temperature extremes. On the job the employee may be exposed to loud noise, oils, paints, cleaner’s, and extreme wetness due to weather conditions.
**Physical Requirements**

The employee is required to bend, clime, crouch, climb ladders, operate power tools, operate some heavy equipment, and lift a minimum of 75 pounds. Close vision and dexterity to manipulate small tools in tight spaces are necessary. In addition, pulling and pushing may be required. This position may require standing for long periods and will be required to operate a variety of equipment.

**Recruiting Requirements**

- A valid Washington State driver’s license.
- A high school diploma or GED.
- Must possess excellent written and verbal skills.
- Must possess the ability to be able to interact professionally with people when problems arise.
- Must be proficient in computer programs such as word, excel and e-mail.

**Experience and training**

Any combination of experience and training that provides the desired skills, knowledge and abilities are desirable.