



Job Title: **Park Manager(s)**
Reports To: County Administrator
FLSA Status: Hourly, non-exempt
Approved/Revised: December 2023

SUMMARY:

The Managers of the Alpena County Parks are employees of Alpena County, under the Parks and Recreation Commission, and will be expected to provide skill, labor and attention necessary to operate the Campground in a welcoming, efficient, safe, and fiscally responsible manner. The Managers direct report to the County Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Register incoming campers. Take reservations by telephone and/or in person, and monitor reservations through online reservation system. Exemplary customer service is always required.
2. Greet and assist visitors, answer questions, and explain regulations, distribute maps, distribute copies of Park rules, regulations, and brochures about the County Parks and points of interest in and around County.
3. Keep the grounds clean and orderly. All trash and debris in common areas, roads, and restrooms shall be picked up daily and put in a proper receptacle as necessary.
 - a. Maintain grass at maximum 3" to include trimming and weeding. Grass must be mowed on all camping sites (including seasonals) between rentals when above 3". If a site is vacated the mowing, trimming and cleanup must be done before the next camper arrives.
 - b. Fire rings must be cleaned and maintained on a regular basis and shall be done immediately when a site is vacated and before the next camper arrives. All ashes and waste from the fire ring cleaning shall be handled in a safe manner to prevent unwanted wildfires.
 - c. Boat docks must be cleaned and maintained on a regular basis. Docks must be inspected, repaired if necessary, and then put in and taken out of the lake annually.
 - d. Pavilions must be monitored and thoroughly cleaned and maintained after each use.



- e. All picnic tables will be inspected for safety and needed repairs on a continual basis. Any table found unsafe or unfit for use will be removed from site and replaced or repaired. A minimum of 6 tables will be repaired and painted annually.
 - f. Bathrooms must be kept clean and stocked in a safe and sanitary manner at least twice daily – more during peak use times.
4. Managers shall perform spring and fall required maintenance, inventory, and clean up including but not limited to raking and removal of leaves and twigs, storing picnic tables and fire rings in the Fall and returning them to campsites as appropriate in the Spring.
 5. Oversee/coordinate ongoing or periodic third-party contractors doing work at the Park and report on project progress.
 6. Maintain all park buildings and playground equipment including repairing, painting and cleaning as needed.
 7. Maintain and repair all equipment and tools owned by Alpena County/Alpena County Parks and Recreation Commission. An annual inventory of equipment, tools and supplies will be provided to the Commission annually and updated as needed.
 8. Complete and maintain all maintenance logs and follow applicable Maintenance Plans as approved by Parks & Recreation Commission.
 9. Keep accurate available records on all reservations, camping fees, pavilion rentals, and fundraiser proceeds using the approved campground management software system.
 10. Keep accurate and up to date records of all expenditures and submit all invoices, bills, receipts on time and properly notated for payment; as provided in approved Financial Policies/Procedures. Monitor expenditures against approved budget and make recommendations for necessary amendments as needed.
 11. All monies collected for camping fees, pavilion rental, dump station fees, and boat launches will be collected according to the fee schedule set by the Commission and safeguarded by the Managers until it is deposited with the Alpena County Treasurer on a weekly basis. Manager will provide weekly and monthly reconciliation and camp use reports using the approved campground management software.
 12. Assist in creating and implementing systems to manage, oversee and ensure compliance for grant funding projects. Work with other assigned personnel to provide Project Management as needed for capital improvements.



13. Manage online social media presence for the promotion of the Park, monitor for issues, questions, complaints, etc., and resolve as needed.
14. Provide to the Commission several (at least 3) recommendations for suitable Camp Hosts. (Who will be subject to an interview with the Commission and must submit a resume and agree to a background check.) Ensure that Camp Host application files are complete and accurate and on file with Alpena County HR Department.
15. Supervise the Camp Hosts in performing the duties assigned to them. The Camp Hosts are intended to assist the Managers with their duties – they are not intended to assume the duties of the Managers. The Camp Host should set an example by being always a model camper – practice good housekeeping in and around their assigned site and by observing all rules and regulations.
16. Maintain and manage repairs of the campground vehicles and use them ONLY for campground use. (Examples of acceptable uses: work around park grounds, attending Parks meetings, making deposits with County Treasurer, supply purchases, etc.).
17. Attend all Alpena County Parks and Recreation Commission meetings as required.
18. Prepare and disseminate all meeting materials for Park specific meetings, record and transcribe meeting minutes. Coordinate with Parks & Recreation Commission personnel to prepare materials as needed for Parks & Recreation Commission meetings.
19. Always maintain the Campground residence in a clean and neat condition. The residence is open to inspection by persons designated by the County and/or Parks Board members to do so.
20. The Managers understand and agree that time spent working in the Camp Store, sleeping, eating, and relaxing at the residence is not considered working time for the County Parks. The Managers are expected to be available to work and serve the campground customers as needed during peak times.
21. Be in compliance with all County of Alpena and Alpena County Parks & Recreation Commission rules, policies and procedures.
22. The Managers may be requested to perform additional duties as required by Alpena County/Alpena County Parks Commission.



SUPERVISORY RESPONSIBILITIES:

Supervise the Camp Hosts in performing the duties assigned to them

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to recognize and effectively report on operational conditions and problems.
2. Knowledge of standard methods, materials, tools, equipment, safety, and techniques used in facility and grounds maintenance.
3. Ability to maintain effective working relationship with county employees and the general public.
4. Ability to perform tasks with minimal supervision.
5. Must present neat and orderly appearance in conformance with county policy.

EDUCATION:

High school diploma or general education degree (GED); with three or more years related experience and/or industrial/vocational training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in non-standardized situations.

WORK ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the



essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

I HAVE READ THE ABOVE JOB DESCRIPTION AND AGREE TO PERFORM DUTIES AS OUTLINED ABOVE.

Manager

Date