

JOB DESCRIPTION
Clayton Lake State Park Manager

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| 1. Little Dixie C.A.A | 2. Program: Clayton Lake State Park |
| 3. Reports To: Associate Director | 4. Title: Clayton Lake State Park Manager |
| 5. Grade: 7 | 6. Date: September 16, 2019 |
| 7. Approved By: Rebecca Reynolds | 8. Status: Exempt |

Job Summary:

The Park Manager is responsible for the overall operations, maintenance, upkeep, and appearance of the park. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:

1. Ensure that the Park's grounds are clean and properly maintained. Examples of grounds related maintenance include keeping the grass cut, maintaining the Parking Area, Designated Swimming Areas, Boating and Fishing Docks, Cabins, RV Sites & Hook Ups, Tent Sites, Bathrooms, including the up-keep of playground equipment and more.
2. Ensure that Park buildings and mechanical systems are clean and properly maintained. Building repairs and preventive maintenance practices are to be carried out on a scheduled basis.
3. Ensure that Park vehicles and machinery are kept in good working order.
4. Repair work may be done by the *Park Manager* himself/herself, if the capacity to do so exists. For work requiring specialized skills, the *Park Manager* with approval of the Associate Director can engage the services of paid professionals to ensure that the needed repairs addressed appropriately and timely.
5. Manage bookings and respond to inquiries for Park Facility rentals. Ensure all rentals/reservations align with rules and regulations and are always applied with fairness and consistency amongst any and all park visitors.
6. Collect deposits and fees from renters and insure that a rental agreement is completed and signed off on.
7. Ensure that all previously rented facilities are thoroughly cleaned and promptly prepared for future rental.
8. Maintain Log of rental contact information.
9. Maintain records of dates and cost of rental and any special requirements they have.
10. Provide exceptional customer service
11. To make the park a partner with the community and a participant in community activities.

12. To maintain compliance with park rules and regulations as defined in the lease agreement between Little Dixie CAA and the Oklahoma Tourism & Recreation Department and in a professional, friendly, informative manner.
13. To enhance the revenue generating capabilities of the State Park.
14. To be a part of the Little Dixie C.A.A. team, representing the program and the agency in a professional, positive manner at all times.
15. Maintain inventory control records.
16. Perform cabin-cleaning duties including laundry services. Inspect cabins and other park facilities for cleanliness on a regular basis and determine maintenance needs based on inspections and information. Report needs beyond manager's capability to Associate Director.
17. Train, supervise and evaluate any park staff in all aspects of daily operations including develop a work schedule for employee(s) to ensure optimum park operations.
18. Responsible for all reporting requirements including weekly revenue reports, required EPA, OK Corporation Commission reports, etc.
19. Ensure that all monies due Clayton Lake State Park are collected as required and that all monies and operation funds are handled, accounted for and/or deposited as required.
20. Must be willing to work irregular hours of operating including holidays, evenings and many weekends especially during the summer season.
21. Such other duties as assigned by the Associate Director or Executive Director

SUPERVISORY RELATIONSHIP:

The Park Manager reports directly to the Associate Director. The Park Manager supervises any park employee staff.

QUALIFICATIONS:

1. Knowledge of resources and characteristics of the area served by the program.
2. High School Diploma or GED
3. Self-Starter with a basic knowledge & skills in carpentry, plumbing, electrical, mechanics and general maintenance preferred.
4. Must possess a valid Oklahoma Driver's License
5. Prior experience in one or more of State Park/City Park/Park operations and/or management is preferred.
6. Experience in supervising others, and the ability to get along well with people of all ages.
7. Have or be willing to quickly learn basic computer skills, be familiar with Microsoft Word, Excel, Email and Internet. Book Keeping experience would be an asset
8. Must be willing to submit to and satisfactorily pass a criminal background check demonstrating evidence of a clear record, with suitability to work with vulnerable sector populations.
9. Knowledge of general maintenance procedures.
10. Knowledge of personnel and financial management
11. Other current certifications seen as advantageous include: CPR/First Aid Training.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs or ladders.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a cash register, calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 50 pounds.
6. Frequently must ascend/descend steps in and out of vehicles.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.
8. Occasionally use power tools and ladder.
9. Occasionally need to haul debris and building materials.
10. Occasionally must work in outdoor weather conditions.

This job description reflects management's assignment of essential functions and nothing in this herein restricts managements' right to assign or reassign duties and responsibilities of this job at any time.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)