

PARK SPORTS MANAGER

Position Summary:

This is a highly professional position that requires administrative and managerial work, strong leadership and communication skills, and a desire to serve the community. The manager will establish high standards for all aspects of the Park and ensure those standards are met.

Duties and Responsibilities:

- Performs unskilled and semiskilled manual labor tasks to maintain park facilities and grounds
- Oversee and perform grounds mowing, trimming, spraying, trash removal, field marking, and debris removal in assigned areas
- Responsible and accountable for general maintenance, cleanup duties and safety checks associated with park and facility
- Handle day to day facility/park reservations
- Works to attract/host sporting events and tournaments to promote economic development in the city
- Assist/Oversee with construction and landscape projects
- All other duties as assigned

Skills, Knowledge, and Abilities:

- Sufficient knowledge of technical skills related to the work of parks and sports field maintenance
- Ability to deal with the general public, vendors and fellow employees efficiently and effectively
- Knowledge of practices, procedures and techniques related to sports fields and turf maintenance.
- Operate light vehicles, commercial mowers, tractors, small grass cutting/hedge trimming machinery, power tools, and other maintenance equipment
- Ability to lift and/or move up 100 pounds
- Ability to work in a variety of weather conditions
- Public relations skills and the ability to foster relationships with leagues and partnerships
- Excellent communication and customer service skills
- Ability to work independently and in a team environment

Experience/Requirements:

- High School Diploma or GED
- Must have a valid Texas driver's license
- Experience in recreational programs, activities, events, planning, and coordination (2-3 years)
- Experience in park maintenance (2-3 years)
- May be required to respond after hours, including weekends and holidays
- Ability to work flexible hours including overtime – normal workweek is 40 hours