

BINGHAM COUNTY
DEPARTMENT of HUMAN RESOURCES
 501 North Maple #202
 Blackfoot, ID 83221

David Lane, Director
 Laraine Pope, Technician

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April 19, 2017
BINGHAM COUNTY, IDAHO

Position: Park Manager
Salary: \$10.41/Hour DOE
Closing Date: Open until Filled

Purpose of Class/Primary Function

The primary function of an employee in this class is to manage and perform all aspects of operations and services for an assigned County park or parks. The employee supervises seasonal, part-time, temporary, and volunteer employees. The position is under the direction of the Parks and Recreation Director, although some latitude is allowed for independent judgment and initiative. The principal duties of the position are performed in an outdoor environment and public building. Housing and utility options will be discussed during the interview (including the option to provide your own RV or camping arrangements). The manager will be required to work weekends and holidays during the busy season of the park.

Minimum Requirements

Must have a high school diploma, high school transcripts, or GED Certificate
Must be at least 21 years of age
Must have a valid Idaho Driver's License and be insurable
Must be bondable

Employment Requirements for a Park Manager

Must be able to supervise day-to-day operations and perform maintenance activities of an assigned park or parks
Must be able to supervise, train, evaluate, and schedule maintenance and support employees, volunteers, and community service workers
Must be able to perform maintenance and support duties, including, but not limited to, park reservations, mowing, weeding, watering, repairing sprinklers, monitoring campers, collecting park fees, and equipment repair
Must be able to monitor park activities and enforce park rules
Must be able to prepare and apply pesticides and chemicals
Must be able to collect water system samples and evaluate potential for park hazards
Must be able to prepare and maintain records, documents, logs, and related operational, use, incident, and maintenance documentation
Must be able to plan and assist in installation, construction, and maintenance of irrigation systems, buildings, recreational facilities, and related projects
Must be able to supervise and perform equipment maintenance and repairs
Must be able to operate light and heavy equipment for maintenance duties
Must be able to operate a variety of hand tools for maintenance and repair duties
Must be able to research and recommend new equipment purchases
Must be able to perform park, facility, and equipment safety inspections
Must be able to communicate and coordinate regularly with appropriate individuals to maximize the effectiveness and efficiency of interdepartmental operations and activities

Bingham County is an Equal Opportunity Employer

Performs all work duties and activities in accordance with County policies, procedures, and safety practices
Must be able to be on call after regular work hours to respond to emergency situations
Must be able to assist with construction and waterway projects
Must be able to assist in planning and coordinating future park expansion or other major projects
Must have the knowledge of the methods, techniques, practices, equipment, tools, and objectives of park maintenance operations
Must have customer service and understand the policies, techniques, and objectives
Must be able to comply with Federal (OSHA), state, County, and other applicable safety requirements and codes
Must be able to follow oral and written directions
Must be able to operate office equipment and a personal computer using program applications appropriate to assigned duties
Must be able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
Must be able to perform tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner
Must be able to establish and maintain working relationships with employees; the public; other County departments; civic, community, school, and public interest groups, vendors and contractors, and other interested or affected parties
Must be able to communicate effectively verbally and in writing with the public and other employees
Must be able to lift or move up to 50 pounds frequently and up to 75 pounds occasionally
Must be able to stand, walk over rough and uneven ground, sit, stoop, kneel or crouch; use your hands to operate manual and powered tools and equipment; to handle or feel; to reach with hands and arms; and to climb or balance.

Items that must be attached to the Application

A copy of your high school diploma, school transcript, or GED certificate
A copy of your valid Idaho Driver's License
A Résumé

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.co.bingham.id.us. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, the postmark must be by the closing date of this job posting. You may also fax the paperwork to (208) 782-2681 or email it to lpope@co.bingham.id.us

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and HR will notarize this page for you.

If your application is not complete or does not have the required documentation, you will not be considered for this job posting.