

CITY OF WINTERSET PARK AND RECREATION DEPARTMENT

PARK OPERATIONS MANAGER

The **Park Operations Manager** is responsible for technical & supervisory work for the operation, maintenance and improvement of all public parks, recreation facilities and grounds. The WPRD currently manages 140 acres of parks and facilities including: aquatic center, athletic fields, campground, skate park, portable ice rink, shelter houses, play equipment, open spaces, and soon to be dog park. The Park Operations Manager is a working supervisor with general direction and review from the Director of Parks and Recreation.

Requirements: knowledge of general park operation; mechanical and maintenance operation of aquatic center; knowledge of operating and maintenance of sports fields; knowledge of basic plumbing, electrical and construction practices; operate and general maintenance of park equipment; knowledge of general horticulture; valid Iowa's driving license; skills to train, organize, motivate, supervise and evaluate seasonal staff; effective communication/organization skills; ability to lift moderately heavy items, be mobile and in good physical health. Within the first year, CDL, Certified Pool Operator, and Pesticide Certification is required.

Examples of Regular Duties and Responsibilities:

Supervise, schedule and provide in-service training/development of seasonal employees including M.O.C. Student.

Assist seasonal maintenance staff with mechanical operation, maintenance and repairs of outdoor pool. Operate aquatic center in absence of seasonal maintenance manager. Certified Pool Operator Certification required.

Supervise and perform daily care and seasonal maintenance/improvements of sports fields including irrigation system.

Operate all park equipment including tractor, end loader, dump truck, mowers, vehicles and tools to perform daily tasks.

Supervise and perform maintenance/repairs/improvements to park equipment and facilities.

Supervise and perform mowing, trimming, fertilizing, and spraying of park land. Pesticide Certification required.

Supervise and provide the daily operation of an outdoor ice rink during the winter season.

Oversee various contracts for various park services such as mowing, tree removal, spraying applications etc.

Planting/care of trees, shrubs, turf grasses, flowers and other plants. Cut and remove trees/brush on public lands.

Attend workshops and special training seminars to increase knowledge and better practices of park operations.

Promote the safety and improved park operation procedures.

Be involved with ordering park supplies, materials and equipment.

Be prepared to work flexible schedule including evening, weekend and on-call hours.

Parks Manager may serve in an ex officio capacity on the Winterset Tree Commission.

Be responsible for some other duties as the result of our growing, progressive community and expanding parks operation.

Wage and Benefits:

Starting wage is negotiable dependent upon experience and qualifications. Excellent benefit package includes insurance, holidays, vacation, sick leave, and retirement.

Application Deadline is February 28, 2018. Return application and resume to Winterset Parks and Recreation Board, 124 W. Court, Winterset, IA 50273. For further info contact (O) 515-462-3258 or jpletchette@cwmu.net

CITY OF WINTERSET APPLICATION FOR EMPLOYMENT

revised 2/2004

POSITION APPLIED FOR Park Operations Manager	DAYSHOURS AVAILABLE FOR WORK	DATE	TELEPHONE NUMBER (include Area Code)
NAME (LAST, FIRST, AND MIDDLE INITIAL)	SOCIAL SECURITY NUMBER (Optional)	ARE YOU A U.S. CITIZEN? _ YES _ NO	
ADDRESS (INCLUDE STREET, CITY, STATE & ZIP CODE)	ARE YOU LEGALLY ABLE TO WORK IN THE UNITED STATES? _ YES _ NO	ARE YOU A MILITARY VETERAN? _ YES _ NO	
	HAVE YOU EVER BEEN BY ANY OTHER NAME(S) WHICH THIS FIRM WILL REQUIRE TO VERIFY ANY OF THE INFORMATION IN THIS APPLICATION? _ YES _ NO IF YES, GIVE NAME(S) AND IDENTIFY RELATED SCHOOL, EMPLOYER, ETC.		

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED 6 7 8 9 10 11 12 GED	NAME AND LOCATION OF HIGH SCHOOL	LIST SUBJECTS STUDIED AND DEGREES RECEIVED (Major-Minor)
COLLEGE 1 2 3 4 5 6	NAME AND LOCATION OF COLLEGE	
Have you received any additional training - work shops, short courses, volunteer work, etc? (Use back of this form if necessary.)	Do you have any other experience or qualifications not listed which relate to the job applied for? List any office equipment or industrial machines or equipment you operate.	

Begin with most recent job and list longest or most important jobs held. Please fill out this section carefully and completely.

EMPLOYMENT HISTORY

COMPANY NAME OR BRANCH OF MILITARY	DATE STARTED	DATE LEFT	RATE OF PAY	JOB TITLE
COMPANY ADDRESS (CITY, STATE, AND ZIP CODE)	REASON FOR LEAVING			DESCRIBE JOB DUTIES, TOOLS OR MACHINES USED

COMPANY NAME OR BRANCH OF MILITARY	DATE STARTED	DATE LEFT	RATE OF PAY	JOB TITLE
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May we contact your present employer? YES NO, Former Employer? YES NO
 I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

SIGNATURE _____

DATE _____