



# **BINGHAM COUNTY**

## **Is Recruiting for the Position of**

### ***PARK MANAGER***

(North Bingham Park – Shelley Idaho)

February 14<sup>th</sup>, 2025

**Salary: \$12.62/hour Hiring Step DOQ/DOE**

**Includes onsite living accommodation in County provided house, required by Bingham County as a condition of employment.**

**Fulltime: County Benefits Included**

**Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)**

**Closing date: Open Until Filled \*Anticipated Start Date April 1<sup>st</sup> 2025\***

Pay Grade: N2

FLSA Designation: Non-Exempt

### **Purpose Of Class/Primary Function**

The primary function of an employee in this class is to manage and perform all aspects of the daily operations and services for an assigned County park or parks. The position is under the direct supervision 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.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Supervises day-to-day operations and oversees all operations of park, facility maintenance, event management ensuring visitor safety, maintaining the overall cleanliness and aesthetics of the park ground, while adhering to park regulations and budgets;
- Maintain the cleanliness and sanitation of the restrooms and showers with daily cleaning, and ensure supplies are replenished during peak park season, typically April – September;
- Park Managers are required to reside on-site in the County provided house;
- Performs maintenance and support duties, including, but not limited to, mowing, weeding, watering, repairing sprinklers, equipment repair, monitoring campers, making park reservations, collecting park fees etc.;
- Monitor park activities and enforces park rules. Provide exceptional customer service to park visitors; addressing inquiries, complaints and safety concerns, and resolving issues promptly and professionally;
- Collect and process weekly deposits and ensuring accurate accounting of money, including cash, checks and credit cards. Prepare and maintain records, documents, logs, and the secure handling of funds and related operational records;
- Plan and/or assist in installation of irrigation systems, building maintenance, recreational facilities, and related projects;
- May occasionally operate light and heavy equipment for maintenance duties;
- Ability to operate various hand tools for maintenance and repair duties;

- Research and recommend new equipment purchase as needed;
- Performs park, facility, and equipment safety inspections;
- Communicate and coordinate regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Perform all work duties and activities in accordance County policies, procedures, and safety practices.

## **Other Duties and Responsibilities**

- On call after regular work hours to respond to emergency situations;
- Assists in planning and coordinating future park expansion or other major projects;
- Excellent customer service and communication skills;
- Performs other related duties as required.

## **Competency Requirements**

### *Knowledge of:*

- Simple bookkeeping (tracking of deposits and payments) and record keeping practices and procedures;
- Customer service principles, and communication skills;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- Basic computer skills

### *Ability to:*

- Follow written and oral instructions;
- Provide exceptional customer service;
- Perform duties and responsibilities independently;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work well under pressure;
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, and the public;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Operate a variety of light and heavy equipment and tools required for park operations and maintenance;
- Operate a motor vehicle;
- Maintain logs, records and other documentation of maintenance activities;
- 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 and affected parties;
- Communicate effectively verbally and in writing with the public and other employees.

## **Acceptable Experience and Training**

- High school diploma or GED is required
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

## **Special Qualifications**

- Valid Idaho Driver's License

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees in person or by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review, prepare, and evaluate documents and file them in a prescribed order, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions in an outdoor environment, including extremes of heat and cold.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 75 lbs. occasionally. The employee is regularly required to stand; maneuver over rough or uneven ground; sit; stoop, kneel, or crouch. The employee is frequently required to use hands to operate manual and powered tools and equipment; to handle or feel; to reach with hands and arms; and to climb or balance.

## **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

## **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). 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, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

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 Laraine Pope in HR will notarize this page for you.