



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Parks and Expo Grounds Manager

LOCATION: Parks

HIRING RANGE: \$70,719 - \$78,577/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 6:00 am – 3:30 pm, every other Friday off

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION May 2023

POSITION TITLE: Parks and Expo Grounds Manager

DEPARTMENT: Parks

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Assists the Director of Parks and Expo Center by managing activities as assigned relating to the care, maintenance and operation of the county parks system, the workshop facilities, the Sunnyview Exposition Center building and grounds, departmental infrastructure, trails and nature areas, and boat landings and navigation aids.

ESSENTIAL FUNCTIONS:

1. Ensures the maintenance, cleaning and security of buildings, restrooms and grounds throughout the Parks System. Performs regular safety inspections and is responsible for maintaining compliance with federal, state and county regulations including oversight of the department's playground safety program. Works with the Expo Manager to ensure setup of events and routine grounds maintains occurs at the Sunnyview Exposition Center.
2. Assists in the preparation of bid documents and specifications required for competitive pricing of purchased materials and labor, requisitions materials in compliance with

department and county procedures. Assists the Director in preparation of the departmental budget by analyzing annual equipment needs as well as the labor and material support required to maintain and improve the conditions of Parks buildings and grounds.

3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Responds to security alarms and assesses security of buildings and grounds with authorities on-site. Sets up fire inspections and fire protection equipment inspections from qualified contractors
2. Orders supplies for maintenance, projects and equipment. Keeps a record of inventory and maintenance activities. Acquires quotes for purchases of equipment, supplies, and contracted services, and proceeds with the acquisition thereof.
3. Assists the Director with both short-term and long-term planning efforts by researching and recommending facilities improvements and positive operational adjustments.
4. Participates as directed in the operation of the aids to navigation program for Winnebago County.
5. Provides field supervision of planting and landscaping activities, grass cutting, tree and shrub trimming and other horticultural tasks.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Parks and Expo Center.
2. Supervises Parks Foreman, Parks Caretaker, and seasonal staff.
3. Works with Expo Manager, Program and Marketing Coordinator, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's or Associate's Degree from an accredited institution of higher learning preferably in Parks and Recreation, Agriculture, Horticulture or a similar field.
2. A minimum of five years' related work experience. Supervisory experience strongly preferred.
3. A combination of education and experience that provides the skills necessary to perform the job may be substituted for the education or experience requirement.
4. Possession of a Valid Class A Commercial driver's license with no vehicle restrictions preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Good knowledge of cleaning and maintenance methods and the use of cleaning supplies and equipment.
2. Knowledge of the maintenance and repair of various mechanical devices and of carpentry, painting, basic plumbing and basic electrical work.
3. Sound knowledge of hazardous waste disposal and MSDS requirements from either formal training or previous employment.
4. Ability to work effectively with little or no supervision.
5. Ability to communicate effectively both orally and in writing. Ability to work and communicate effectively with the public in stressful situations and to establish positive

- working relationships with a variety of people from various strata of life and a wide array of roles.
6. Ability to use computers for building-automation functions, word processing, spreadsheets, mapping, Internet searches and other purposes as needed. Working knowledge of Microsoft Office Suite.
 7. Ability to lift and operate heavy equipment and machinery and to operate mechanical devices.
 8. Ability to maintain effective working relationship with fellow employees.
 9. Ability to efficiently prioritize work schedules and to be able to effectively allocate personnel resources to perform said work activities.
 10. Possess knowledge of horticultural practices as applied to a commercial setting.
 11. Ability to work weekends on an occasional basis as needed.
 12. Ability to acquire, retain and refresh as necessary working knowledge of laws, ordinances and regulations which govern the use of the County Park, Exposition Center and similar areas.
 13. Ability to acquire, retain and refresh as necessary working knowledge of County Human Resources policies as given in manuals, handbooks and other documents, and the ability to participate competently in personnel management, training and disciplinary activities.
 14. Common working knowledge of building, facility and grounds security operations and functions.

PHYSICAL REQUIREMENTS:

1. Ability to lift items of 40 lbs. or more several times per shift.
2. Ability to perform work from a standing or walking position throughout the bulk of the shift and to climb, bend, stoop, crawl and reach as needed.
3. Ability to perform heavy manual labor for short periods of time under adverse temperature and/or humidity extremes.
4. Ability to perform work for extended periods during the shift that requires full manual dexterity in one hand or partial manual dexterity in both hands.
5. Ability to sit for more than one hour.
6. Ability to work effectively in a normal office setting.
7. Ability to work around large and small animals along with the accompanying odors of such.
8. Ability to work in a dusty environment.