

Florence County Job Description

Position Title: Parks and Ski Hill Manager (Parks and Grounds Supervisor, Grounds Maintenance Supervisor)
Department: Forestry and Parks
Reports To: Forestry and Parks Administrator
FLSA Status: Full-Time (40 hours per week)/Non-Exempt
Salary Range: \$20.00-\$29.50
Salary Grade/Level: 7

Position Summary: Supervises and coordinates activities of Forestry and Parks staff engaged in County parks and grounds maintenance. Plans, assigns, and conducts seasonal maintenance tasks for parks, campgrounds, boat landings, county ski hill, and recreational areas. Ensures all public recreation facilities and equipment meet County safety standards.

Essential Functions:

A. Recreation, Parks, Ski Hill

- Maintenance and operation of Keyes Peak Ski Hill, including ensuring that the ski hill complies with state code; maintenance of ski lodge, maintenance and operation of ski hill equipment, selling ski passes, and works to ensure safe ski conditions.
- Maintenance of County day use areas, boat landings and campgrounds including, fee collection, garbage pickup, mowing grass, cleaning public bathrooms, and general upkeep of facilities.
- Supervision of skiers and monitoring ski conditions, daily interaction with children is required.
- Maintenance and Grooming of Cross Country Ski Trails.
- Supervises seasonal LTE's.

B. Wild Life, Forestry

- Heavy Equipment operation including, dozer, skid steer, loader/backhoe, front end loader, farm tractor and implements, 1-ton dump truck and trailers.
- Mowing, discing, and seeding of hunter walking trails and wildlife openings.
- Tree planting functions including, counting and sorting trees, root pruning, root dipping.
- Assist with timber sale administration and establishment when needed including, scaling timber, timber marking, cruising when needed.
- Discing and seeding of roads and landings after completion of timber sales.

C. Other

- Interprets and applies County policies to employees and enforces safety regulations.
- Recommends measures to improve necessary maintenance, equipment performance, quality, and suggests changes in working conditions and use of equipment to increase efficiency of department, or work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Investigate and report problems within the County forest to the Forestry and Parks Administrator (e.g. theft, insects and diseases, illegal deer stands, dumping, severe off-road vehicle/ATV damage, damage to County facilities and property).
- Maintain a professional attitude and attend training sessions and meetings as approved by the Forest Administrator.
- All other duties as assigned.

Supervisory Requirements:

- Follow Florence County's employment policies and applicable laws.

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- Assist Administrator with planning, assigning and directing work; appraising performance; reward and disciplining employees; addressing complaints and resolving problems.
- Authorize Overtime requests.

Education:

- A High School Diploma is required. Associates or Bachelor's Degree in Forestry or Recreational Management is preferred.

Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to communicate effectively, both verbally and in writing, to various groups and individuals of a wide range of backgrounds.
- Intermediate computer skills in Microsoft Office and GPS Unit Software.
- Ability to have daily interaction with public using recreational activities, and provide exceptional customer service.
- Have the ability to exercise independent judgment and work without direct supervision.
- Must possess or acquire a valid Wisconsin driver's license, a valid Commercial Driver's License (CDL) is a plus.
- Have the ability to work cooperatively with others including: department employees, DNR employees, contractors, truckers, County employees, County officials, private landowners, clubs, organizations and the general public.

Physical Requirements:

- Must have the ability, stamina and willingness to travel over long distances, over rough terrain, on foot, and in all types of weather. Will occasionally be required to perform physically strenuous labor.
- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Occasionally required to sit and taste or smell.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Residency Requirement:

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

Work Environment:

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions.
- Variations of work schedule depending on the season. Weekend work is mandatory during summer and winter months.
- On-call shifts on Saturdays when the Ski Lodge is rented for weddings.

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Employee Acknowledgement:

I acknowledge that I have received a copy of the Parks and Ski Hill Manager job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

Signature

Date

Printed Name