

CITY OF MARQUETTE

JOB DESCRIPTION

TITLE: Tourist Park Manager

REPORTS TO: Parks and Recreation Coordinator

EFFECTIVE DATE: May 1, 2014

JOB CLASSIFICATION: Seasonal/Temporary

Position Summary:

The primary objective of the Tourist Park Manager is to oversee the efficient operation of the Tourist Park Campground. The Manager must possess good administrative, supervisory, public relations and maintenance skills necessary to enhance overall operations. They will hire, supervise and train the seasonal Tourist Park Attendants and maintenance personnel in established campground policies and procedures. The Tourist Park Manager is expected to make suggestions/recommendations that could enhance or streamline operations, perform or supervise certain maintenance functions and be available to assist personnel in performing required duties. This position is required to be available for evenings, weekends and holidays.

Essential Duties:

- Oversee the accurate and efficient operation of the park's on-line reservation system.
- Ensure the proper communication and enforcement of park rules.
- Responsible for the overall safety of park patrons. Notify authorities in an emergency.
- Recruit, hire and train Tourist Park Attendants. Responsible for scheduling staff, handling complaints, discipline, etc.,
- Ensure that employees have attended City of Marquette Cash Handling workshop, as needed.
- Ensure public relations are handled in a courteous and professional manner, both by oneself and other employees.
- Assist and participate in all phases of fee collection and cash handling as needed; process and maintain all records regarding revenues. Provide reports to Parks and Recreation Coordinator or City Treasurer as requested.
- Organize and develop reports for supervisor as assigned.
- Responsible for notifying Human Resources of all resignations, terminations and lay-offs. Completes all termination paperwork in a timely manner.
- Conduct daily on-site inspections of all park facilities to ensure cleanliness, operability and safety of the campground.
- Maintains written documentation of all discipline and counseling on employee performance issues and forwards to Human Resources for inclusion in employee's personnel file.

- Purchase supplies, utilities and services; approve all bills and invoices.
- Oversee litter removal, cleaning of toilets and picnic tables, removal of ashes from the fire rings, weed whacking and mowing.

Required Qualifications:

- At least one year of supervisory experience, including hiring, training and evaluating employees.
- One year or more of previous experience in managing an outdoor recreational facility preferred.
- Good people skills, positive attitude, and the ability to defuse potentially confrontational situations.
- A minimum of a high school education or equivalent; bachelor's degree in outdoor recreation management preferred.
- Ability to communicate orally in a clear manner.
- Skill in use of computers, printers, and common software packages.
- Experience with handling cash and proper documentation for all monies collected.
- Ability to effectively write reports, including market studies, facility reports, staff reports, and general reports.
- Ability to work a flexible schedule that includes evenings, week-ends and holidays from May to mid-October or to the end of the season.

Non-Essential Duties:

- Perform other related functions as assigned.

Physical Demands:

- Ability to work outdoors in all types of climate and weather conditions. Ability to withstand temperature changes in the work environment.
- Physical strength and dexterity to perform work involving lifting and carrying moderately heavy objects.
- Frequent bending, squatting, twisting climbing and reaching.
- Occasional sitting and driving.
- Ability to distinguish various sounds and people or objects at varied distances.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.

Department Head

Date

Director of Administrative Services Date