

SARGENT COUNTY, NORTH DAKOTA
POSITION DESCRIPTION

Name:

Department: Parks

Position Title: Park Manager

FLSA: Non-Exempt/Seasonal

Date: January 20, 2026

Reports To: Park Board

PURPOSE OF POSITION

Responsibilities include general supervision, managing the County Park system and participating in Park maintenance projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Opens and closes the park. Performs various duties to maintain the appearance and cleanliness of the right of ways and facilities throughout the county park systems; provides park visitor's assistance and information to visitors and campers utilizing park facilities.

Works closely with the Auditor's office and Guests reviewing rental of the Park Pavilion, scheduling, payment, opening and closing, cleanliness and preparation for guests using the facility. This includes pavilion restrooms, kitchen areas, etc.

Communicates with scheduled guests about the general rules, deposit guidelines, parking and rental agreement before use of the Pavilion.

Planning, organizing, and directing park maintenance projects. Handle minor carpentry, plumbing and electrical repair. Monitor daily activities and work progress.

Insure that daily work of restroom cleaning and litter control is completed in Park and as needed at Buffalo Lake.

Plan and maintain park signs and markers.

Mow, collect and haul debris within parks. Maintains and performs minor repair on park roads.

Keep shop organized and clean.

Make recommendations for major projects within the park. Organize and direct special projects and emergency work.

Create and maintain an operations check list manual to include:

- a. Steps for turning water on in spring, turning off and blowing out lines in fall.
- b. Steps for spring operation to open and fall weatherizing for the rest rooms.
- c. Identify where maintenance supplies are purchased.
- d. Create equipment maintenance schedule for park equipment.
- e. Develop and maintain inventory of keys.

Collect Park fees, sell firewood and deliver fees to Treasurer's office. Deposits camping fees/firewood transactions, at least weekly or more frequently as necessary.

Manage, supervise, and train staff with respect to the Campground Reservation system.

Maintains log of camper registrations and fees collected, gas consumption in respective equipment and pickup mileage.

Purchase necessary supplies for Park's day to day operation: garbage bags, water treatment chemical, cleaning supplies, fuel, gas, firewood, toilet paper etc.

Maintain key/equipment inventories and equipment service records.

Wash shower curtains as needed up to 6 times per year.

Spring: Put out picnic tables, boat docks, clean restrooms, hook up water, prepare showers/rest rooms, debris removal and mow. Request garbage provider deliver dumpsters and telephone provider to connect phone and internet.

Fall: Store picnic tables, pull out boat, swimming buoys, and fishing docks, clean restrooms, arrange for restroom sewer pumping, unhook water lines, drain/winterize showers/restrooms, clean-up leaves and debris. Store supplies in shop, place tools and equipment on shelves in shop to prevent water damage. Request garbage provider remove garbage dumpsters/stop garbage services and telephone provider disconnect phone and internet.

Supervises and participates in grass mowing, operating grounds maintenance equipment.

Schedule work so that Parks are staffed weekends and holidays.

Train staff on water disconnect locations, water meter shutoff procedure and hydrant operation/repair.

Oversees and instructs maintenance staff and community service workers on safe operating and maintenance of equipment.

Observe established safety practices and procedures in working with chemicals, materials and equipment commonly used in the Parks.

Shall be certified and maintain Chemical Applicator Certification.

Contacts Sargent County Sheriff, when needed for law enforcement.

Attends mandatory training as required by Sargent County and directs staff to attend as required.

Performs other duties as assigned by the Sargent County Park Board.

Must possess strong communication, problem solving and conflict resolution skills.

Responds to citizen requests and inquiries regarding park facilities and improvements; responds to and resolves difficult and sensitive citizen inquiries and complaints.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Requires a high school degree or equivalent. Knowledge in operating motorized equipment and power tools are necessary along with the ability to plan, organize and work independently.

Sargent County, at its discretion, may substitute technical work experience for education requirement. The amount and type of work experience that can be substituted will be defined at the time of employment.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL AND ABILITY

Knowledge of the processes, procedures and methods needed to perform duties associated with park management. Requires specialized knowledge, skills and abilities generally acquired and developed through experience and technical training. A high degree of interpersonal skill is required to be able to communicate with, motivate and/or change behavior of others in the satisfactory performance of duties and responsibilities.

SUPERVISION RECEIVED/EXERCISED:

This position is under direct supervision of the Sargent County Park Board. The Park Manager shall report to the Chairman, of the Sargent County Park Board and attend Park Board Meetings as directed.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

This position performs duties in mostly outdoor environment. This position works daytime and evening hours, weekday and weekends and on occasion may be required to work additional hours. This position must be flexible concerning working hours and duties and be able to work well with individuals regarding the use of common courtesy.

Park Manager must be able to lift, drag and pull of moderate weight. (10-12 pounds) Some tasks involve the ability to exert heavy physical effort in heavy work and the lifting, carrying, pushing and/or pulling of heavy objects and materials up to 100 pounds. Other abilities required include stretching, reaching, bending, kneeling, sitting and the ability to climb ladders.
May include exposure to hazardous conditions and situations.

EMPLOYMENT REASSIGNMENTS:

Park Manager shall start the first day of the April pay period weather permitted and or as directed if earlier date is warranted and work through the last day of October unless additional work is approved and or assigned.

The Park Manager shall be required to work 40 hours per week, hours need to be flexible to accommodate Park needs and it shall be the Park Manager's responsibility to manage their time as well as staff to have coverage in the Parks as needed to operate campgrounds 7 days per week. Timesheets shall be submitted in accordance with the payroll policy and signed off respectively.

Park busy times are when guests want to get away, such as Holidays, Weekends and their scheduled Vacation.

The following Holidays land in the busy season of the park. This in turn, requires the presence of Staff:

- Memorial Day (Last Monday in May)
- Juneteenth (June 19th)
- Independence Day (4th of July)
- Labor Day (First Monday in September)

OTHER ASSIGNMENTS:

The Sargent County Park Board reserves the right to amend the functions assigned this position, whether temporarily or permanently, at any time as they determine in the best interest of their department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

I have read the Job Description for the position of Park Manager.

Signature _____

Date _____