



7500 South 2700 East Salt Lake City, Utah 84121
801 943-3190 Fax 801 943-3595

**POSITION OPENING
PARKS MANAGER**

Posted 11/23/2021

SPECIAL WORKING CONDITIONS:

- Full time, exempt position with full benefits including but not limited to; company sponsored health/dental/life insurance, Non-Contributory Utah Retirement Systems, 401K & 457 investment options with match, vacation and sick accrual, 9 paid holidays. Available to work flexible hours including days, evenings, weekends and holidays.

SALARY RANGE:

- \$53,350 - \$63,370 dependent upon education, experience and certifications

QUALIFICATIONS:

- Bachelor degree in Parks and Recreation or related field highly preferred; Minimum of 4 years' experience in directly related field, two of which in a management/supervisory role. Education may be substituted on a year for year basis with paid directly related experience in this position.
- Strong leadership and organization skills.
- Communication and human relations abilities.
- Knowledge of Parks and Recreation industry standards preferred.
- Extensive knowledge of turf management, irrigation and basic building maintenance.
- Knowledge in budget preparations, capital improvement coordination and implementation.
- Certified Playground Safety Inspector (CPSI) certification required within 6 months of hire date.
- Good understanding of basic safety principles, OSHA/UOSHA standards and requirements.
- Good physical health and strength.
- Training in American Red Cross First Aid and CPR preferred

POSITION PURPOSE:

Responsible for efficiently managing and maintaining Service Area parks and park related facilities to provide a safe and enjoyable atmosphere for patrons. Supervises full-time, part-time, non-seasonal, and seasonal Parks employees to ensure appropriate performance of all parks and park related facilities maintenance. Hires, evaluates, and implements corrective actions for Parks staff.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- Assume responsibility for the effective performance of all Service Area parks and park related facilities.
- Assume responsibility for effectively supervising the Parks staff.
- Maintains a strong support to Park employees assisting with day to day duties and responsibilities as necessary.
- Assume responsibility for establishing and maintaining effective communication and working relations with administration, management and staff.
- Assume responsibility for establishing and maintaining effective communication and working relations with outside agencies.
- Assume park specific budget preparation and monitoring.
- Assume responsibility of all other duties as assigned.

**PLEASE SUBMIT RESUMES TO melissa@cottonwoodheights.com.
POSITION CLOSING DATE: DECEMBER 8, 2021 AT 11:59PM.**