



**ISLE OF WIGHT COUNTY
invites applications for the position of:**

Parks and Grounds Manager

SALARY: \$42,677.00 - \$55,481.00 Annually

OPENING DATE: 01/26/21

CLOSING DATE: Continuous

DESCRIPTION:

Isle of Wight County Department of Parks and Recreation is recruiting for a Parks and Grounds Manager. The Parks & Grounds Manager provides oversight and maintenance tasks by coordinating all County parks and adjoining amenities as well as all County owned grounds, creates new landscaping plans, oversees voting precinct setup in the County, provides maintenance coordination logistics for County Fair on a year-round basis, and communicates with other County departments, government agencies, and contractors to recommend new solutions to problems and generate new ideas.

EXAMPLES OF DUTIES:

- Provides training as needed and coordinates daily work activities;
- Performs a variety of grounds maintenance activities including mowing, edging, trimming, weeding, pruning, planting, grading, seeding, etc.;
- Routinely inspects and performs routine maintenance to skateboard ramps, playground equipment, and other park amenities;
- Operates vehicles, grounds-keeping equipment, power and hand tools;
- Performs snow removal for all County facilities;
- Maintains certification for application of herbicides, fertilizers, and certain insecticides;
- Supervises others in the safe application of herbicides and fertilizers when necessary;
- Maintains gravel roads and parking surfaces;
- Assists in the setup of County and parks and recreation special events;
- Surveys County grounds to determine the condition of grass, shrubs, trees, etc and facilitates appropriate corrective action as necessary;
- Makes recommendations for the landscaping of County grounds, as requested;
- Serves in the functional areas of park operations and athletic field maintenance as required;
- Prepares and/or processes purchase orders;
- Performs inventory/property management;
- Makes recommendations that impact the budget;
- Manages the budget within assigned unit/division;
- Exercises purchasing authority up to \$5,000 without approval from supervisor;
- Performs other related duties as assigned.
- Basic knowledge and understanding of computer functions and operation.
- Supervise and train subordinate employees in proper procedures, work practices and safe methods, and promote and maintain a safe and healthy work environment free of recognized hazards in accordance with County policy.

PHYSICAL DEMANDS

The work is very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in

excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Requires the use of fingers, balancing, climbing, crawling, crouching, hearing, kneeling, lifting, mental acuity, pushing, reaching, repetitive motion, speaking, standing, stooping, visual acuity, and walking.

REQUIRED QUALIFICATIONS:

Education and Experience:

Requires a Bachelor's Degree, and five (5) years of related work experience, or equivalent combination of education, training, and experience.

Licenses or Certifications:

Requires a valid driver's license, Commercial Driver's License – Class A preferred. Requires a Commercial Pesticide Applicator's License 3B Fertilizer Applicator's License. Requires OSHA 30 certification after hire.

Knowledge, Skills and Abilities:

- Ability to use or repair small/light equipment, such as power tools;
- Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers;
- Ability to operate a motor vehicle, and a variety of machinery and equipment including: lawn mowers, bed edger, weed eaters, chain saws, pole saws, tractors, skid steer, loader, fork lift, shovels, hoes, rakes, pruning equipment, and hand tools.
- Basic knowledge of computer function and operation.

SUPPLEMENTAL INFORMATION:

Open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.isle-of-wight.va.us/>

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Position #1
PARKS AND GROUNDS MANAGER
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