

**CITY OF BRIDGEPORT, TEXAS**

**FULL TIME NORTHWEST OHV PARK MANAGER**

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.

*The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.*

**FLSA:** non-exempt

**STARTING PAY:** \$16.00/hour DOQ

**JOB SUMMARY**

To organize, plan, supervise, promote, and coordinate various programs and operations of the Parks and Recreation Department including overseeing Northwest OHV Park, the Hiking & Biking trails at Endeavor Bridgeport Adventure Park, and outdoor recreation programs, events and activities; to perform general maintenance tasks at the City's parks and recreation facilities; and to perform general maintenance activities as assigned; to coordinate assigned activities with citizens, officials, employees and the general public; performs responsible and confidential duties for the Parks and Recreation Department at the Northwest Off Highway Vehicle (OHV) Park; performs specialized duties including collection of fees for day use and enforcement of park rules and regulations; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Recreation Coordinator. Exercises direct supervision over part-time recreation employees, volunteers, and contractors.

**ESSENTIAL FUNCTIONS** – Essential duties may include the following:

1. Supervises, coordinates, and oversees all activities related to Endeavor Bridgeport Adventure Park, including Northwest OHV Park, operational activities; maintains facility records; interacts with and assists the public using the park facility; organizes and manages events and part-time staff.
2. Enforces the rules and regulations of the park; patrols areas under control of the Bridgeport Parks and Recreation Department; performs security checks on buildings; observes and takes appropriate action with regard to suspicious activity.
3. Develops marketing and promotional materials for Endeavor Bridgeport Adventure Park including flyers, news releases, social media, posters, and

- recreation brochures.
4. Establish relationships with dealerships of off-road vehicles to promote Northwest OHV Park.
5. Establish relationships with off-road groups/clubs to promote the park and work with groups for volunteer work days.
6. Participates in the budgetary process by assisting with the development and administration of the annual budget for the recreation fund; assist in forecasting staffing and funding needs; monitors and approves expenditures throughout the year.
7. Investigates and resolves citizen inquiries or complaints concerning classes, instructors, or facilities.
8. Participates in the development and implementation of departmental goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures; establishes, within city policy, appropriate service and staffing levels.
9. Coordinate the resale goods for the Parks & Recreation Department, including Northwest OHV Park and Bridgeport Swimming Pool.
10. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned recreational and educational programs; works with other employees on the continuous improvement of programs and services.
11. Assists in the planning, directing, and coordinating of the department's work plan; reviews and evaluates work methods and procedures; identifies and resolves problems; identifies opportunities for improvement; directs and implements changes.
12. Maintains cleanliness and order in the park.
13. Maintains and purchases supplies and equipment needs for assigned recreation programs; works with local school districts in coordination of facilities, programs, and information; directs recreation programs held in joint use facilities; schedules facilities, takes reservations, collects fees and writes receipts.
14. Provides staff assistance to the Parks and Recreation Director; provides various program and activity reports; prepares and presents staff reports and other necessary correspondence; makes recommendations for the addition of new programs.
15. Perform other duties as assigned.
16. Attends work regularly as scheduled, remaining alert at all times.

**Marginal Functions:**

1. Regularly work weekends and occasionally after hours as needed.
2. Represents the Parks and Recreation Department to the citizens, other departments, elected officials and outside agencies; meets and greets the public.
3. Supports all youth, volunteer, civic and cultural activities in which the City participates.
4. Attends various meetings and seminars as required.
5. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

English usage, spelling, grammar and punctuation.  
Principles and practices of mathematics.  
Customer service and conflict resolution techniques.  
Computer applications as they relate to assigned areas.  
Methods and practices of financial and statistical record keeping and reporting.  
Pertinent Federal, State and Local laws, codes and regulations.

### **Skills:**

Presents good interpersonal and communication skills.  
Self-motivated and capable of functioning effectively in an independent situation.  
Novice supervisory skills.  
Able to operate assigned equipment.  
Able to cope with stressful situations.  
Inclined to accuracy, efficiency and courtesy toward the public and other City employees.  
Present good interpersonal and communication skills.

### **Ability to:**

Plan, organize, direct, and coordinate the work of subordinate employees.  
Delegate authority and responsibility.  
Select, supervise, train, and evaluate subordinate employees.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Prepare promotional material including flyers and social media graphics.  
Communicate and work with patrons of facility as well as area businesses.  
Make quick and appropriate decisions in a hectic or emergency situation.  
Ability to determine condition of trails for motorized and non-motorized usage.  
Operate and maintain assigned equipment and materials used in performing essential functions.  
Perform semi-routine work involving the use of independent judgment.  
Learn, interpret and apply departmental policies, rules and regulations.  
Make accurate mathematical calculations.  
Calculate and tabulate data.  
Use initiative over a broad range of situations and alternatives.  
Compose correspondence and memoranda independently.  
Communicate clearly and concisely, both orally and in writing.  
Understand and follow oral and written instructions.  
Maintain accurate and well-organized records and files.  
Maintain the confidentiality of sensitive data.  
Adhere to multiple deadlines and handle multiple projects.  
Prepare clear and concise reports with accuracy.  
Handle public inquiries with tact and courtesy.  
Identify and respond to issues, concerns and needs.  
Type with speed and accuracy and proficiently operate a 10-key.  
Read and write at the level required for successful job performance.  
Operate a personal computer and use applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

Perform limited variety of regular assignments without instructions according to established procedures.

Work flexible and extended hours to accommodate City needs.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Drive/operate a variety of City equipment and vehicles.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform moderate manual labor.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations;*
- *reading and writing; and*
- *communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment;*
- *demonstrating intellectual capabilities;*
- *evaluating the effectiveness of programs and personnel;*
- *recommending effective policies and procedures; and*
- *communicating clearly.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing or sitting for extended periods of time;*
- *preparing and presenting material in a formal setting; and*
- *operating assigned equipment.*

Effectively handle a work environment and conditions which involve:

- *working outside in a variety of weather conditions;*
- *working closely with others; and*
- *irregular work hours.*

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and*

abilities would be:

**Experience (preferred):**

- Experience around motorized or non-motorized trails preferred; and
- High School Diploma or GED equivalent and 2 years of experience in the recreation field, or related field.

**OR**

- Bachelor's Degree in Recreation, Marketing, or related field (physical education, kinesiology, exercise physiology) a plus and 1 year of experience in the recreation field, or related field.

**License or Certification**

Possession of, or ability to obtain immediately, an appropriate Texas Driver's License.

Possession of, or ability to obtain when assigned, First Aid certification.

Possession of, or ability to obtain when assigned, CPR certification.

**WORKING CONDITIONS**

**Environmental Conditions:**

The employee works an office environment (exposure to computer screens) and a field environment (exposure to varying weather conditions, loud noise, dust, water, grease and exhaust fumes; work on uneven surfaces; work around moving objects and vehicles; exposure to domestic and wild animals). The employee is required to stand for prolonged periods of time. Frequent driving is required to monitor and enforce park rules and regulations as well as visit potential clients. The employee has frequent public contact in person and on the phone.

**Physical Conditions:**

The employee must be able to meet the physical requirements of the job and have mobility, vision, hearing and dexterity levels appropriate to perform the required duties. The employee is regularly required to sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. The employee is regularly required to sit for prolonged periods of time. The employee occasionally lifts and carries items weighing up to 50 pounds.

**BENEFITS**

The City currently offers all full time employees the following benefits: participation in the Texas Municipal Retirement System where the City matches employee contributions 2:1; nine paid holidays plus three paid floating personal days; paid vacations and sick days; and a sick day pool. The City pays for the entire portion of the employee's health and vision insurance as well as a large portion of the dependent's coverage. Dental insurance is offered to the employee & their family. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an

option to purchase additional and/or dependent coverage. The City has access to a 457(b) retirement savings plan as well as AFLAC, and an HSA savings account. Additionally, the City provides a **\$200/month benefit allowance** to its full time employees to assist in paying for the employee's portion of benefits. The City pays a monthly cell phone allowance and offers extra pay for bilingual employees as applicable.

**DISCLAIMERS**

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history; driver's license check; physical; and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**ACKNOWLEDGEMENT**

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

**Signature / Approval**

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee's Printed Name