



# Charter Township of East China

OFFICES AT 5111 RIVER ROAD ♦ EAST CHINA, MI 48054 ♦ 810-765-8879 ♦ FAX 810-765-1408

## East China Township Parks Manager - Adopted 1/15/2024

**SUMMARY:** Performs the work necessary to operate, maintain and improve township parks and areas of recreation.

**POSITION TYPE:** Part Time, Hourly, Non-Exempt.

**SUPERVISION RECEIVED:** Reports to the Township Manager. Coordinates with Parks Commission to insure priorities and budgets are met.

**SUPERVISES:** Part Time seasonal maintenance staff

**SHIFT:** Non-traditional: Days, evenings weekends as needed. Seasonal hours April through October: 30-35 hours per week. Off season hours November through March: 15-20 hours per week.

**WORK CONDITIONS:** Indoors and outdoors, possibly during extreme weather.

**COMPENSATION:** \$25.00 / hour

**BENEFITS:** Retention bonus based upon years of service (details attached)

### **Essential Functions:**

Responsible for the maintenance, management and oversight of all East China township parks, including but not limited to the following tasks:

- Ensure start-up maintenance and winterizing operations for all parks.
- Assignment / scheduling of parks maintenance staff / determine labor needs for park projects and general parks maintenance.
- Collect and dispose of trash from parks, buildings, trails and other areas.
- Inspect / oversee cleaning of park restroom facilities.
- Ensure regular patrols are made throughout the Parks and that all buildings, equipment, and property are secure, and gates / restrooms are locked closed at appropriate times.
- Ensure that lawns / landscaping / trees within all parks are well maintained.
- Ensure all play and recreational equipment is well maintained and safe, including but not limited to: play structures, pickleball courts, ball fields, disc golf course, sledding hill, bike repair station, water bottle fillers, kayak launch, fencing, signage, and kiosk(s).
- Ensure the safe and fully functional condition of foot traffic areas (trails, footpaths, etc.).
- Ensure that all painting and staining of equipment and buildings is completed according to the operational standards throughout the season.
- Ordering of park operating supplies, i.e. paper products, garbage bags, pet waste bags, etc.
- Ensure that all township vehicles and equipment are kept clean, safe, and functional.

**Other Responsibilities:**

Coordinate / oversee the activity and administration of park pavilion rentals.

Coordinate required maintenance of sports fields and interacting with the various leagues.

Submit DPW Work Orders / Coordinate special parks related construction projects with the Department of Public Works.

Assist the Recreation Coordinator with events / programs held at Township parks.

Assist the Township Manager with grant writing and fund sourcing.

Represent the Township at parks related meetings, conferences and workshops.

Report to the Township Park Commission on the condition of the parks, planned projects and/ or repairs slated for the future within the parks, and the status of ongoing projects.

Maintain records, prepare reports, and compose correspondence relative to parks maintenance and projects.

Prepare plans, specifications, contract documents, and cost estimates for projects, programs, and equipment.

Submit invoices for payment and prepare necessary reports including financial and budget reports that account for revenues and expenditures.

Coordination and submission of departmental payroll.

Perform various administrative functions for parks maintenance and development projects such as purchasing, bid solicitation, and the development of operating procedures, while adhering to township processes and policies..

Provide input to the Park Commission and Township Board regarding possible improvements to the township parks.

**Employment Qualifications:**

High School Diploma required. Ability to work both independently and with others. One year of experience in building, grounds or park maintenance and/or related field. Capable of operating small power tools, chain saws, tree trimming equipment, light trucks, tractors and riding mowers. Valid driver's license. Ability to perform physical duties such as walking over uneven terrain to maintain lawns and grounds. Lifting ability to 50 pounds to move trash, limbs, debris, etc.

### **Parks Manager Retention Bonus**

This part time position qualifies for a longevity/ retention bonus. The employee must have worked a minimum of 1,248 hours in the previous calendar year.

The annual bonus will be determined on the basis of the employee's length of service as of October 30<sup>th</sup> of each year and will be paid in January of the following year as shown below:

Years of Service	
1-2	\$300.00
3-4	\$360.00
5-7	\$420.00
8-9	\$480.00
10-14	\$540.00
15-17	\$600.00
18+	\$720.00

Employee: Deanna Slanec

Hours worked in 2023: 1,818.25

Start Date: 5/31/2011

Years of Service as of 10/30/2023: 12

Agreed by: Deanna Slanec

Signature:\_\_\_\_\_

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