

Job Description

JOB TITLE: **Park Manager**

SUMMARY: Supports and maintains the Jimmerson Shores Cooperative, Inc. hereinafter “JSC”, Buildings and Grounds. Performs basic troubleshooting and coordinates vendors for repairs, as needed. Identifies problems, and documents services or maintenance needed for all JSC assets. Communicates problems/issues to the JSC Board President.

ESSENTIAL FUNCTIONS include the following:

1. See that both Wells are maintained and operational at all times.
 - a. Shipe Well Drilling – (260) 475-5566
2. Contact someone for all repairs to waterlines and thermolines.
 - a. Eric Wilson – (260) 668-2464
3. Responsible to I.D.E.M. for all Water testing. Contact whawkins@sandhillenviro.com or (260)-668-6070. Sandhill Environmental Services LLC (260) 408-5221
4. Coordinate water turn off and turn on for the Park members.
 - a. Blow out all thermolines not in use for winter.
5. Maintain sewer pumps.
 - a. Check pumps on a regular basis.
 - b. Eicher Sewer – (260) 495-2573
6. Maintain JSC Electrical Service
 - a. Coordinate with REMC to fix/repair any outages or problems.
7. Coordinate all Construction Projects that occur in JSC.
8. See that all roads (Park and Storage Buildings) are maintained throughout JSC.
 - a. Coordinate snow plowing. Jake Hantz – The Dam Shop (260) 740-0025.
 - b. Coordinate pavement sealer each year. Asphalt Care (260) 456-6800
 - c. Notify JSC Board and get quotes when roads need resurfacing or major repairs.
9. Maintain any park equipment, mowers, trimmers, tools, tractor, etc..
10. Maintain Beach Area
 - a. Beach Raft and Bouys
 - b. Beach Tables
 - c. Weeds and trash
 - d. Gazebo
11. Maintain the playground equipment.
12. Maintain Park road signs.
13. Make sure Garbage Collection is done properly. Washler (260) 925-8427
14. Attend monthly Board Meeting, as needed, and give a brief update of any issues/concerns.
15. Be on-call for JSC residents and return calls in a timely manner.
16. Report any vandalism to JSC Board and local law enforcement.
17. Performs such other tasks as may from time to time be assigned by the JSC Board.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: One to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common technical journals and service manuals. Ability to respond to common inquiries from JSC members and Board.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions/manuals.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

CONTROLLED SUBSTANCES: The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation. Employee is subject to random Drug and Alcohol testing. Drug and Alcohol testing is mandatory in the circumstance of any injury or accident on JSC property or in the course of business for JSC. A positive test may result in immediate termination.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The work environment is smoke free.

TERMS OF EMPLOYMENT: Salary and benefits, cell phone and mileage for JSC related business. Other items to be determined by the JSC Board. Employee is an at-will employee.

EVALUATION: Performance will be evaluated by the JSC Board. JSC is an equal opportunity employer and will not tolerate discriminating behavior from employees. Such action may result in reprimand from the JSC Board and/or termination.

Revised June 22, 2024