

**LOWER ELKHORN NATURAL RESOURCE DISTRICT
RECREATION AREA SUPERINTENDENT**

Nature of Work

This is responsible supervisory work in the planning, development and maintenance of park and recreation areas.

Work involves the development, management and supervising maintenance of all recreational areas and natural lands of the Lower Elkhorn Natural Resources District (LENRD). Hire necessary seasonal personnel, supervise, and participate, as necessary, in the operation and maintenance of these areas. Information and education duties. Other duties as assigned, including assistance to the tree planting and sales program and off-site educational assignments. Considerable independent judgment is exercised with supervision received from the LENRD General Manager. Superintendent is required to reside in the house provided to improve area security.

Current areas of responsibility are: Pilger Recreation Area, Maskenthine Lake Recreation Area, Maple Creek Recreation Area, the Cowboy Trail Extension, and a portion of the Norfolk-Woodland Park trail.

Examples of Work

Responsible for supervising the operation and maintenance of the LENRD recreation areas including mowing; weed/control trimming; road/parking area blading; tree mulching; installing/repairing fences; cleaning restrooms; trim trees; shred and disc food plot area; pick up litter/trash; repair vandalism; water trees; paint/repair buildings; repair/replace all signage; and remove snow. Responsible for upkeep of sledding hill, skating rink and warming facility.

For two campgrounds responsible for the collection of camping and other park fees; ensure all collections are delivered to LENRD for deposit; schedule and supervise campground hosts; ensure appropriate camping space is allocated; and maintain shower house. Maintenance and operation of campground.

Responsible for the hiring, supervision, and training of seasonal help; train all personnel in safety and proper maintenance of vehicles and equipment.

Work cooperatively with state and local law enforcement officials, including the Nebraska Game and Parks Commission, local sheriff's department, and Nebraska State Patrol. Work cooperatively with Elkhorn Valley Bike Club and various horse clubs on trails and events.

Operate a variety of equipment including tractors; mowers; weed trimmers; loaders; post hole augers; chain saws; skid steer; miscellaneous shop tools; etc.

Recreation Area Superintendent
Page 2

Responsible for acquiring planting and maintaining new arboretum trees and maintaining existing trees to include mulching; spraying; pruning; watering, etc. Establishment of new campground trees planted as memorial trees.

Assist Natural Resources Technician with tree distribution and planting program to include distribute trees, chemicals, and weed barrier; unload trucks, unpack boxes and store trees. Operation and setup of tree cooler during tree season, including watering, temperature control and shelf maintenance.

Attend dam safety inspections being conducted by the Nebraska Department of Natural Resources and carry out all recommended repairs and maintenance.

Operation and maintenance of superintendent's house and two shop buildings.

Scheduling of special events at shelter areas.

Assist LENRD Information & Education Specialist in scheduled events and activities.

Public relations work on and off site to promote the use of LENRD recreational areas and develop outdoor education activities.

Knowledge, Ability and Skill

Thorough knowledge of modern methods, practices and procedures involved in the administration of a park and recreation area.

Skill in planning and development of outdoor recreation areas and incorporating new recreational activities into existing areas.

Thorough knowledge of the laws and ordinances governing the specific activities associated with the assigned duties.

Ability to supervise and train part time and seasonal personnel.

Ability to establish effective and professional working relationships with state and local government officials, co-workers, and a diverse general public.

Ability to review the activities and procedures of this position to effect improvement or modification.

Ability to communicate both orally and in writing.

Recreation Area Superintendent
Page 3

Ability to operate a variety of motor vehicles and equipment associated with maintaining a park and recreation area.

Must be able to lift and carry 80 pounds or more.

Operate motor vehicles, tractors, various power tools and equipment with moderate lifting. Work is performed outdoors in a variety of weather conditions and requires working weekends.

Work with different chemicals, pesticides, and herbicides.

Desired Qualifications

Graduation from an accredited four-year college or university with major course work in park management, recreation, landscape architecture or related field with extensive experience in one of these fields.

Minimum Qualifications

Graduation from an accredited four-year college or university with major course work in park management, recreation, landscape architecture or related field; or any equivalent combination of training and experience which provides the desirable knowledge, ability, and skill.

Necessary Requirements

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Housing is provided as part of the employment. The Superintendent is required to live on site to be "on call" to deal with any situation that may arise. In exchange for being "on call", the Superintendent will be provided with housing, utilities, telephone service, garbage collection, etc.

This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties and responsibilities.