Town of Rowe, MA

Pelham Lake Park

Park Manager Job Description

**Overview:**

The Town of Rowe employs a full-time park manager. The Park Manager is responsible for the supervision of the summer youth employment staff, summer recreation program staff, lifeguards, fitness center staff, and volunteers. The Manager is responsible for maintaining and improving park lands and facilities and the implementation of policies and directions from the Park Commission.

Pelham Lake Park is a town-owned and taxpayer funded park consisting of 1331 acres of forest, meadows, wetlands including an 81-acre lake. Approximately half of the park is a game sanctuary and all of the park is operated for the recreational enjoyment of the townspeople and their guests. The park facilities include a beach/picnic/swimming area, children’s playground, tennis/pickleball courts, horse-riding ring, skateboarding park, fitness center for residents, and 20 plus miles of hiking, biking, and Nordic ski trails. The park is open seven days a week, 365 days a year from dawn to dusk.

**Essential Duties and Responsibilities:**

The essential duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. This should not exclude work that may be similar, related, or a logical assignment to the position.

This is a full-time year-round 40 hours a week position. Work hours are somewhat flexible due to the park being open to the public seven days a week. The Park Manager is required to attend monthly meetings of the Park Commission and may be asked to meet with various boards in support of Park business.

The Park Manager is responsible for performing all other duties necessary to effectively manage the Park and its offerings to ensure the continued health of this pristine wildlife sanctuary and town recreational facility.

**Park Manager Responsibilities Include:**

Direct day-to-day operations and maintenance of all park facilities throughout the year. Oversee various park programs (e.g., forest walks, summer recreation program, senior picnics, etc.).

Supervision, safety, direction and training of all staff members and volunteers. Staff members may include trail crews, summer recreation program staff and oversite of lifeguards.

Development and maintenance of work schedules and daily log of park projects and staff activities.

Research and development of recreational programs and special projects in coordination with the Park Commissioners.

Design and construction of new trails, ensuring compliance with safety and environmental standards.

Maintain and enhance existing trails by implementing erosion control measures including rerouting, water drainage, benching, grading, and footbridge construction to ensure long term trail sustainability.

Conduct routine upkeep tasks such as leaf blowing, weed whacking, pruning and removal of hazardous trees not requiring a professional tree service.

Develop and maintain an annual budget. Monitor budgeted expenses, procure purchases, and submit bills for payment throughout the year.

Enforce park rules and policies throughout the year.

Make recommendations to the Park Commission with respect to maintenance projects, recreational programs, equipment upgrades, and propose new projects for the general improvement of the park for the enjoyment of all.

Research and plan special projects including contacting contractors for bids and advising the Park Commission on priority projects.

Maintenance and upkeep of the park equipment including power tools, UTV and park truck. Maintenance and upkeep of park facilities and buildings (composting toilet, restroom building, park headquarters and workshop, storage sheds, tennis/pickleball courts, picnic areas and pavilions, etc.

Oversee fitness center staff and equipment maintenance and upgrades needed.

Groom certain trails in winter for Nordic skiing and snowshoeing, as conditions allow.

Prepare monthly articles for the Rowe Goal Post regarding park programs and activities.

**Knowledge and Skills Required or Desirable for the position:**

Exhibit good “people skills” to promote good relationships with all townspeople and their guests, employees and other town officials.

Exhibit sufficient working knowledge of the natural environment to responsibly manage the park’s wilderness and wildlife.

Proven ability to coordinate and manage operations efficiently, including scheduling tasks, and overseeing resources. Skilled in maintaining detailed records and handling multiple responsibilities and ensuring timely completion of projects.

Exhibit the ability to supervise, train, and mentor employees and volunteers, ensuring a productive and motivated team.

Have knowledge of and the ability to safely operate and maintain UTV, snowmobile, trimmers, mowers, chain saws, outboard motors, etc. and awareness of laws pertaining to use of such vehicles and machinery.

Have the knowledge and ability to assure the safe operation of the swimming area including supervision of certified lifeguards and watercraft safety laws for motorboats (10 mph limit), kayaks, paddleboards, rowboats and canoes.

In-depth knowledge of trail maintenance practices to ensure the long-lasting sustainability, including erosion control, upkeep and implementing best practices for trail design and maintenance.

Basic knowledge of first aid and CPR with the ability to handle medical emergencies and other urgent situations effectively.

Expertise in utilizing computer software, with a strong proficiency in Excel, for managing scheduling, budgeting, report writing and other administrative functions.