

SUTTONS BAY TOWNSHIP PARKS MANAGER

Adopted: March 27, 2024

Description - The Parks Manager reports directly to the Suttons Bay Township Supervisor and serves as the Board of Trustees' principal contact for all matters pertaining to township parks, recreational, and township facilities.

Duties and Responsibilities:

- a. Works with the Township Parks and Recreation Committee (or subcommittees) to conduct, research, write, and prepare requests/applications for all park or recreational grants in addition to providing oversight and review of other parties' prepared grant requests/applications for all parks as approved by the Board.
- b. Reviews and oversees "Requests for Proposals" (RFP's) from other parties and may develop such for any work related to successfully awarded park or recreational grants.
- c. Recommends vendors and contractors for all approved office facilities, parks, and recreational projects.
- d. Supervises and oversees vendors and contractors for all office facilities, parks, and recreational projects.
- e. Seeks quotes, arranges, and schedules maintenance service for all parks and facilities.
- f. Inspects all township parks on a regular basis at least weekly during non-winter months and monthly during winter months and reports any concerns directly to the Board.
- g. Reports directly to the Township Supervisor in circumstances which may require immediate attention in any of the parks including but not limited to trash removal, tree damage, ground grooming, or any park damage.
- h. Annually (with the Township Parks and Recreation Committee) reviews and presents to the Board, a list of recommended projects (and estimated budgets) for improving or maintaining all park grounds and facilities.
- i. Serves as a non-voting member of the Township's Parks and Recreation Committee.
- j. Presents a written monthly report on activities to the Parks and Recreation Committee before presenting report at board meetings.
- k. Other duties and tasks as approved by the Board.
- l. Shares "day to day" duties with the Parks Maintenance and Activities Assistant as outlined in Parks Maintenance & Activities Assistant job description.

- m. Physical requirements: Physically able to perform all functions of the job, including but not limited to, lifting up to 50 lbs. unassisted.
- n. Does not need to live in the township, although preferred.