



Mineral Point, Wisconsin

# CITY OF MINERAL POINT

137 HIGH STREET, SUITE 1  
MINERAL POINT, WI 53565  
608-987-2361

## Parks & Recreation Director

**Job Title:** Parks & Recreation Director

**FLSA:** Exempt

**Wage and Salary:** Based on Experience

**Reports to:** City Administrator

**Application Deadline:** February 17, 2021

**Return completed application to:**  
administrator@cityofmineralpoint.com

**City of Mineral Point** is seeking to recruit an energetic, independent, well organized, community oriented individual to maintain our park structures, park grounds, pool, playground equipment and related facilities. Successful performance of the work requires a knowledge of equipment such as trucks, mowers and trimmers.

Supervision of other employees is a normal facet of this work and incumbents of this class will be required to provide general direction to seasonal workers. The City has also been awarded around \$94,000 for a new playground which will require a Comprehensive Outdoor Recreation Plan to be completed as well as fundraising efforts.

### Preferred Qualifications

- 4-year degree in park and recreation management or related field
- Experience in pool management
- A Commercial Driver's License
- Working knowledge of Outlook, Microsoft, and Excel

### Benefits

- State Health Insurance
- Wisconsin Retirement System
- Dental Insurance
- \$100 Annual glasses reimbursement
- 10 vacation days (5 starting and 5 after probationary period)
- 12 holidays / personal days
- 8 sick hours earned monthly
- Training/education/association membership
- \$50 Longevity bonus after each year of service starting at 5 years of service
- Flex time bank allowance up to 80





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## Knowledge, Skills, and Abilities:

- Ability to look outside the box to enhance the department.
- Knowledge of the tools, methods, practices and various skills required to repair and maintain buildings and fixtures.
- Knowledge of the operation and care of equipment used in maintaining park.
- Some knowledge of the practices and methods of maintaining parks, ball diamonds, and playgrounds.
- Ability to operate automotive and mowing equipment.
- Ability to understand and follow oral and written instructions, as well as give them.
- Ability to perform heavy manual tasks and to work outdoors under adverse weather conditions.
- Ability to deal with people in various emotional states.
- Thorough knowledge of the rules of safe operation of equipment, as well as City Safety Policies.

## Essential Functions:

### PARKS

- Responsible for complete operation and maintenance of all City Parks, playground equipment, tennis court, basketball courts, swimming pool, and ball diamond
- Assign work duties for summer employees
- Work with Community Organizations regarding park activities / non-funded needs
- Maintain a desirable atmosphere
- Keep shelters and restrooms cleaned and stocked
- Organize shelter reservations

### SWIMMING POOL

- Test chemical levels 3-4 times daily, keep chemicals stocked and inventoried
- Maintain and submit report to the State Department of Health
- Maintain water levels, filtrations system, pool restrooms, dressing area, pool deck, pool equipment and pool grounds.
- Maintain Red Cross swimming records

### SUPERVISION

- Advertise, collect applications for summer employees; pool, parks, and recreation
  - Keep time records of employees
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- Schedule employee work shifts, public swim hours, swimming lessons etc.
- Responsible for the opening and closing of the pool and pool safety rules
- Keep records and collect pool money, turn into City Office

## RECREATION PROGRAMS

- Work with both the head life guard and baseball/softball coach to organize summer activities
- Work with school district to further develop and organize City recreational options
- Maintain Baseball Diamonds and prepare them for games

## MISCELLANEOUS

- Shovel / plow all city parks, Municipal Buildings, and Library sidewalks and parking lots
  - Conduct and attend monthly Parks and Recreation Committee meeting
  - Attend City Council meetings as needed
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