

**City of Sopchoppy
Position Description**

Title: Park Resident Manager

Contract Position

General Description of Duties

Responsible for the daily operations and maintenance of the Myron B. Hodge City Park in consideration of housing and utility expense.

Essential job functions:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein.

1. Maintenance of the grounds of the Park: raking, mowing, weed eating, as needed
2. Maintenance of campsites
3. Pick up trash , empty cans into dumpster preparing for solid waste service
4. Maintain and clean restrooms and showers daily.
5. Calendar Park reservations
6. Check in campers and collect all fees
7. Turn in fees to City Hall weekly along with documentation (receipts)
8. Provide City Staff members a summary of park activities, weekly
9. Provide minimal maintenance of park property
10. Report Damage to City Maintenance Coordinator
11. Maintain overall cleanliness of the Park

Licenses, certification or registrations:

Valid Florida Drivers License

Knowledge, skills and abilities:

Proficient in the use and maintenance of light equipment and power tools
Ability to operate mowers and tractors
Ability to interact positively with the public
Ability to follow both written and oral instructions
Ability to perform basic mathematical functions

Physical abilities required to perform the essential functions of this job:

Use of hands and fingers

Use of legs and arms

Exposure to outside weather conditions, dampness/humidity, heat and cold

Ability to pick up heavy items