**Powell Township Trails and Parks Manager Job Description**

**Job Description:** The Powell Township Trail and Parks manager will assist with Powell Township maintenance trails and facilities(PTRA Trails, Thomas Rock, Big Bay Pathway, Burns Landing, Draver Park, etc...), coordinate and assist with summer trail maintenance and winter grooming operations, ensure maintenance and coordination of equipment and equipment use, and serve as needed to properly maintain a quality product in Powell Township. Position reports to the Powell Township Parks and Recreation Committee, Powell Township Supervisor, and Powell Township Board of Trustees.

**Primary Job Tasks and Responsibilities**

**Trail Operations**

* Develop and implement a facility management program including preventative maintenance and life-cycle requirements (buildings, grounds, and trails)
* Ensure high-quality grooming operations and user experience
* Conduct and document regular facilities inspections and cleaning
* Ensure compliance with health and safety standards and industry codes
* Plan and manage facility services such as security, cleaning, waste disposal and parking
* Obtain quotes from vendors and suppliers
* Negotiate contracts to optimize delivery and cost saving
* Assist with planning, scheduling, and monitoring of appropriate facility staffing levels
* Schedule and supervise volunteer trail days
* Ensure efficient utilization of volunteers
* Check completed work by contractors, vendors, staff, and volunteers
* Generate and present regular reports and reviews of operations
* Provide prompt response to requests and issues from facility occupants
* Ensure signage and kiosks are up to date

**Equipment Maintenance**

* Ensure all Powell Township equipment is in good working order and appropriately stored
* Transport equipment to work and event sites, and to repair facilities as needed
* Supervise maintenance and repair of all equipment

**Event Support**

* As needed for Powell Township operated Programming/Events
* Track and record hours for volunteers