

The **Gretna Crossing Park Manager** (GXP Manager) position is one of frontline and first impressions that visitors to Gretna Crossing Park have; therefore, it is expected this individual is an excellent example of the Gretna community in their physical presentation, communication, pride of work and public service attitude. Generally responsible for the day-to-day operations of Gretna Crossing Park and the functionality of any contracts or agreements with others for GXP activities, maintenance, or scheduling. This position reports to the Public Works Director and includes supervisory responsibilities as the organization grows.

Responsibilities include being a representative to the community of Gretna and providing a clean, safe, and welcoming park environment for all. You will:

- Maintain the grounds of GXP by mowing grass, trimming trees, weeding landscape beds, disposal of debris, seeding/sodding, and more.
- Supervise, schedule, and develop assigned staff ensuring compliance with policies, procedures, and practices.
- Prepare budgets for GXP operations and capital improvements.
- AND manage contractors and contracts to ensure efficient and effective operations and fulfillment of contract obligations.

#### EDUCATION AND EXPERIENCE

- Must possess a valid driver's license.
- High School diploma or equivalent.
- Prefer 5 years' progressive experience in park management, park and recreation facility work, and/or grounds maintenance operations, preferably in an urban setting. Additional experience managing grounds for visitors at a municipal or corporate level is desired.
- Supervisory experience is encouraged.
- Must be willing to obtain further education, training, and certifications as deemed appropriate and within timeframe as established by the employer.

#### BENEFITS:

401(k) and 401(k) Match

Dental insurance

LTD

Health insurance and Employee Assistance Program

Life insurance

Dental Insurance

Vision insurance