

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Assistant Lake Supervisor/PT	DEPARTMENT: Parks, Events & Recreation
RANGE: 28	DIVISION: Lake McMurtry
EFFECTIVE DATE: January, 2008	REVISION DATE:

APPROVALS

Department Head	Human Resources Director	City Manager
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PURPOSE OF POSITION

Assist with the operation and management of Lake McMurtry, and assist with enforcement of all City and State ordinances and laws relating to lake operations. Position reports to the Lake Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Assist with supervision of seasonal lake personnel.
- Assist with the enforcement of City and State ordinances and laws governing fishing, camping, hunting, and other lake related activities.
- Cooperate with law enforcement and state agencies that also provide services to the lake.
- Work independently without direct supervision.
- Interact with the customers in a helpful and service oriented manner.
- Conduct routine patrol of Lake property and facilities.
- Collect use fees for Lake activities.
- Report maintenance issues to the Lake Supervisor and perform routine maintenance as assigned.
- Assist with operation and supply of lake bait shops.
- Perform other duties as assigned to advance the mission of the Division, Department, and City of Stillwater.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED

- Experience in facility management preferred.
- Additional experience in law enforcement is desirable.
- Equivalent to the completion of the twelfth grade, some training or experience in recreation, recreation law enforcement, park operations, wildlife management or a related field.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

- Possession of, or ability to obtain, an appropriate valid Oklahoma driver's license.
- Possession of, or ability to obtain, an appropriate valid Peace Officer Certificate preferred.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED

- Principles and procedures of park management and park law enforcement.
- City, state and federal ordinances and laws governing camping, fishing, and hunting on park properties and user fee structure for each.
- Ability to establish and maintain effective working relationships with customers and staff contacted in the course of work utilizing a high degree of diplomacy, courtesy and customer service.
- Ability to pleasantly meet and deal with the public, and communicate effectively with a positive, professional attitude.
- Ability to effectively respond to customer concerns and either address or follow up on all customer issues.
- Interpret and apply laws and regulations pertaining to park properties and activities.
- Recognize potential problems and report them to the Lake Supervisor.
- Communicate clearly and concisely, both orally and in writing.
- Work independently in the absence of supervision.
- Knowledge of the operation of boats and boating regulations

PHYSICAL/MENTAL REQUIREMENTS

- Must be able to lift and carry fifty (50) pounds on an occasional basis.
- Must be able to read with good comprehension.
- Must have dexterity to allow using a variety of office, maintenance, and construction equipment.
- Must have dexterity and maneuverability to inspect various indoor and outdoor locations in varying climates and conditions.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

- May be exposed to chemical and physical hazards encountered at work sites.
- May be called upon to perform in all types of weather conditions.
- Requires continuous attention and monitoring of safe work and maintenance procedures ensuring that all safety standards are observed.
- Will work weekends, holidays, and weekdays, early morning to late evening on a variable schedule.

JOB LOCATION

- Lake McMurtry.
- Various city and county locations where Parks, Events, and Recreation Department activities are conducted or located.