



Full-Time Park Operations Manager

Legacy Greenscapes, Inc. (LG) manages Clark County's newest park, Legacy Grove, to ensure people enjoy clean, safe, and beautiful parks. LG is committed to ensuring the region has public parks that raise the quality of life of our communities. Parks offer a space for people to play, exercise, imagine, and connect with neighbors. Legacy Grove is an inclusive 31-acre park with features for people of all ages and abilities. The park continues the healing mission of the community hospital located on the site from 1967 to 2012.

Legacy Greenscapes, Inc., is searching for a Full-Time Park Manager who is self-motivated and proactive in handling the maintenance and cleanliness of Legacy Grove Park. The Legacy Grove Park Manager is responsible for the comprehensive upkeep, maintenance, and operational oversight of all park features at Legacy Greenscapes. This includes daily maintenance, seasonal preparations, and the management of contracted work. The role ensures that the park remains safe, clean, and welcoming for all visitors. The full-time position will report directly to the Legacy Greenscapes Executive Director.

Key Responsibilities:

Daily Park Maintenance and Monitoring: Conduct daily sweeps to clean playgrounds and dog parks and collect trash across 30 acres; maintain restrooms and dog waste stations and perform repairs on park features; address water drainage issues and ensure overall cleanliness. Monitor the playground for rule violations and ensure all park areas are safe and well-maintained.

Stream Maintenance: Conduct weekly stream cleaning and pump filter maintenance, apply daily chemical treatments for water quality, and perform seasonal winterization to prevent cold weather damage.

Seasonal Maintenance: Prepare all park areas for winter, including draining and winterizing water features and irrigation systems.

Contract Management: Find, negotiate with, and hire contractors for park projects, oversee the execution of contracted work to ensure quality and timely completion, and manage contract negotiations to secure the best terms for the park.

Volunteer Coordination: Collaborate with volunteer groups to plan and execute park projects, and supervise and guide volunteers working on park property.

Tree and Landscape Care: Oversee tree and landscaping health and maintenance, conducting regular inspections, pruning, and treatments to ensure vitality and safety.

Event and Education Program Support: Collaborate with the Event Coordinator to plan and implement educational programs and annual events, assisting with setup, breakdown, and park readiness.

Qualifications:

- Experience in park management, landscaping, general maintenance, or a related field.
- Strong organizational and multitasking skills.
- Excellent communication and negotiation skills for managing contracts and coordinating with contractors.
- Knowledge of water drainage, landscaping, and general park maintenance practices.
- Ability to perform physical tasks and work outdoors in various weather conditions.
- Ability to meet the job's physical demands, including standing, bending, pulling, pushing, climbing, and lifting at least 50 pounds.

Additional Requirements:

- Three references (past employers and/or non-family references).
- Must have a driver's license and a clean driving record.
- Background checks are required for all applicants.

Salary and benefits

- Competitive salary and benefits package.

Qualified candidates must submit a cover letter, resume, and three professional references to the Legacy Greenscapes Personnel Committee at employment@legacygreenscapes.org by

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Legacy Greenscapes is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.