

**Comal County  
Water Oriented Recreation District  
Job Description**

**Job Title:** Parks assistant supervisor, Full time – seasonal contract modified

**Salary:** \$40,000 - \$42,000/year *dependent on qualifications and experience*

**Hours:** Variable by season – Generally heavy in summer and on weekends

**Reports To:** Parks Supervisor

**Location:** Canyon Lake, TX

**FLSA Status:** *Salary – Non-Exempt*

**SUMMARY**

Responsible for oversight and operation of Parks at the discretion of the Parks Supervisor.

**SUPERVISION RECEIVED**

Works under direct supervision of the Parks Supervisor and/or GM.

**SPECIFIC DUTIES:**

**Assist Park Supervisor in managing Day to Day Park operations for Comal and Canyon Park**

**Supervise seasonal and contract staff.**

**Enforce park rules.**

**Assess visitation and determine closing/opening procedures at busy times.**

**Work within park to cover duties as needed.**

**Trash pickup and restroom cleaning as needed beyond contract work.**

**Work independently to oversee park operations.**

**Traffic control.**

**Visitor engagement and interaction.**

**Oversee projects.**

**Every Weekend/Holiday work mandatory in-summer**

**Other duties as required by WORD**

**GENERAL DUTIES**

1. Working at the discretion of the Park Supervisor and GM to promote a healthy relationship among Park visitors, Comal County residents, business owners, visitors/tourists, and the general public through education and providing a positive environment.
2. Carrying out policies, directives, and mandates of the Board as directed by the GM and Park Supervisor.

3. Attendance and input as required on any standing and specially appointed committees and Board meetings of the District to ensure knowledge of all WORD matters.
4. Create and implement special programs and projects to achieve objectives of the District.
5. Promotion of environmental and natural resource sensitivity.
6. Performing such other duties and functions as required by the needs of the district as directed by the manager or established by the Board of Directors.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position or is assigned by the Manager, Assistant Manager, or Board of Directors.

Reporting Relationship: This position reports directly to the Parks Supervisor or WORD General Manager.

### **QUALIFICATIONS**

Education: High School Diploma or Equivalent

Experience - REQUIRED SKILLS

- Ability to lift a minimum of 50 pounds repeatedly
- Ability to safely operate UTV and pickup truck
- Ability to safely pull a trailer
- Valid Texas driver's license with safe driving record
- Ability to withstand long days in Texas summer heat repeatedly

Special Skills:

Knowledge of general maintenance including light plumbing, electrical, construction or ability to learn quickly

Outdoor water recreation knowledge. (e.g. swimming, rafting, canoeing, fishing, general boat & water safety)

Ability to swim across the river or equivalent distance in a swimming pool (not required if applicant is lifeguard certified by Red Cross, EMS, or White Water Rescue - must produce current certification).

Spanish speaking knowledge a plus.

Conflict resolution

Interpersonal skills

Ability to handle high levels of stress

Customer service

Problem solving/troubleshooting

### **CERTIFICATES, LICENSES, REGISTRATION**

1. A valid Texas driver's license.

**THIS JOB DESCRIPTION IS NOT A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF WORD ARE EMPLOYEES AT WILL. THE BOARD OF DIRECTORS OR GM OF WORD RETAINS THE RIGHT TO MODIFY OR AMEND THIS JOB DESCRIPTION AT ANY TIME.**