



GALVESTON
* ISLAND *
Park Board of Trustees

Job Title : Relief Manager
Salary: \$10.50 per hour
Classification: Seasonal
Reports to : Park Manager
Department : Stewart Beach/East Beach

Job Summary : This position assists the Park Manager with day to day operations. The staff member must be energetic, professional, outgoing and a self-starter. The employee must demonstrate good judgment, tact and problem-solving skills and be able to effectively communicate with co-workers and supervisors, citizens and tourists. This position requires long hours including holidays and special events.

Minimal Qualifications :

- Fluent in English both verbally and in writing; bilingual in Spanish preferred
- Ability to communicate effectively with the public, using tact and professionalism
- Excellent customer service skills
- Ability to operate mobile equipment such as golf carts and all terrain vehicles
- Ability to stand and walk for 8 hours a day
- Punctual, in-person attendance is required for this position
- Must be able to work with minimal supervision
- Must have a valid driver's license and the ability to operate a motor vehicle
- Must be at least 18 years of age

Required education, current certifications, licenses and trainings :

- Certified Tourism Ambassador Certification or ability to become certified. This training is offered and paid for by the employer, and requires the ability to read and write

Work Schedule :

- Must be available to work all shifts as assigned, and as needed to meet operational goals
- Shifts and days worked vary according to operational needs and weather conditions
- Must be available to work all holidays, weekends and special events

Essential Job Tasks :

- Promote good public relations through friendly, helpful, accurate communication with park visitors
- Open and close the park, issue tickets, balance receipts and completes daily revenue reports.
- Make accurate bank deposits.
- Successfully and professionally handle all customer issues that may arise
- Supervise park employees to include: gate and building attendants and grounds maintenance
- Assist in overseeing special events within the park
- Work closely with Galveston Police Department, Beach Patrol and park vendors
- Fill in for vacancies as needed and during high demand at both parks
- Supervise events and rentals in the Community Room
- Assist in working, planning and supervising daily maintenance duties
- Assist in closing the park and pavilion

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Essential Job Task s (continued):

- Assist in minor maintenance and cleaning of the pavilion and park including but not limited to: painting, removing/replacing light bollards, replacing/maintaining the volleyball columns and net cranks, replacing light bulbs, etc.
- Oversee park operations and cleanliness, addressing and correcting any issues immediately
- Demonstrate dependability, teamwork and strong work ethic
- Assist with special projects for all parks
- Perform all other duties as assigned

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to work in an indoor and outdoor environment for duration of shift
- Must be able to physically perform all job requirements which include: squatting, crouching, reaching, bending, twisting at the waist, sitting, standing and operating basic cleaning tools and hand tools.
- Office space is located in an elevated building, and employee may be required to ascend and descend stairs or ramp to reach work space
- Some job duties may require the use of a ladder or scaffolding, which requires climbing, descending and working from heights
- Must be able to frequently lift and/or move up to 50 pounds unassisted. and occasionally lift and/or move more than 50 pounds assisted
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Must be able to read, write and comprehend both written and oral communications, as well as respond in written and oral communication.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____

Date _____