

CHEYENNE RIVER SIOUX TRIBE
GAME, FISH & PARKS
PARKS MANAGER

DESCRIPTION OF WORK

General statement of Duties: Responsible for the upkeep of all park sites assigned to the program, as in mowing grass, painting structures, pouring concrete, building structures, emptying all trash receptacles and depositing of trash at the landfill. Will be required to perform routine carpentry and masonry work pertaining to the maintenance of parks, which also involves tree planting and care.

Supervision Received: Works under the supervision of the Game, Fish & Parks Director or delegated authority.

Supervision Exercised: Limited to personnel assigned to work under the Parks Manager, such as the Park Aides, seasonal Park Aide and general laborers.

EXAMPLE OF DUTIES: (Duties may include but are not limited to the following)

Responsible for maintenance of all park's equipment and tools

Required to wear the standard GF&P uniform.

Required to obtain First Aid and CPR training

Attends any related training

Provide guidance to the Parkes Aide

Will be a part of the Emergency Task Force Team, in aiding in operations such as search and rescue

Attends any related training

Required to assist the Habitat Division in tree planting/removal

Will assist the grounds keeping in beautification of the Game, Fish & Parks office grounds

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities:

Required mechanical ability to operate all types of power tools/equipment. Ability to operate farm machinery, such as tractors, plows, lawnmowers, planters etc. Must be able to operate a two-way radio, and learn the appropriate radio codes Must be in good physical condition as the job will require lifting up to 100 lbs. Must have good writing skills. The capability of pursuing parks and recreation grants. Must be able to work independently

Education: Must have high school diploma or GED certificate.

Experience: Preferred certificate of carpentry trade. Minimum of one year experience in the field of carpentry and general building construction.

Special Requirements: Must have a valid South Dakota's Driver's License (attach copy). Must be insurable under the Tribal vehicle insurance policy. Incumbent is subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/Local, Federal and State Background checks in accordance with P.L. 101-6340, P.L. 101-647 and Executive Resolution E-235-97

Revised Date: 4/20/2023