



NACOGDOCHES COUNTY

Job Opportunity

Position: Lake Naconiche Park Manager & Lake Officer

Open Until Filled

Department: Lake Naconiche Park

Starting Salary Range: \$53,864 to \$58,648 per year depending on experience, plus benefits

General Description:

Lake Naconiche is a 692 acre reservoir located in northeast Nacogdoches County designed as flood control for the Attoyac Water Basin. Nacogdoches County operates Lake Naconiche Park to provide numerous recreational opportunities for the public, including: boating, fishing, swimming, wildlife viewing, picnicking and primitive camping. The Lake Naconiche Park Manager is responsible for the comprehensive operation and maintenance of Lake Naconiche Park. This position is appointed by and reports to the County Judge and Commissioner's Court and works with various stakeholders to ensure the safe and effective management of the lake park.

The incumbent develops and maintains the annual budget and makes facility improvement recommendations to the Lake Board and Commissioners Court. This position also performs all routine maintenance and as-needed upkeep of the park and park facilities. The Lake Park Manager must also be a certified Texas Peace Officer and acts as the Lake Officer by enforcing lake rules and regulations as well as local, state and federal laws pertaining to the use, operation and management of the lake park.

- Represents Nacogdoches County as the point-of-contact for Lake Naconiche Park
- Acts as Lake Officer by enforcing rules, regulations and laws
- Operates the park within the budgetary guidelines as established by the Commissioners Court
- Maintains the patron sign-in desk, issues and monitors use permits, collects and records fees
- Coordinates the use of the park for events and tournaments
- Performs maintenance, upkeep and cleaning on all park facilities including pavilions, playground, primitive camp sites, swimming area and public restrooms
- Performs all grounds maintenance at the park
- Performs and coordinates required lake services and reporting to TCEQ, NRCS, TPWD and TFS

Knowledge, Skills & Abilities that Job Applicants should possess:

- Knowledge of the principles and practices of park administration
- Knowledge of the principles and practices of budget preparation and administration
- Ability to work independently and use sound judgement to achieve desired outcomes
- Ability to analyze programs, policies and operational needs
- Knowledge of and ability to interpret Lake Naconiche Park regulations and federal, state and local laws pertaining to operation of the park and public safety at the park
- Ability to learn TCEQ measuring and reporting requirements
- Ability to maintain TCOLE Peace Office Certification
- Ability to obtain Marine Safety Enforcement Officer certification from TPWD
- Knowledge of or ability to develop a clear understanding of the navigational waterway on the lake
- Knowledge and ability to maintain and safely operate power-driven equipment
- Knowledge and ability to maintain and safely operate tractors, implements and riding mowers
- Knowledge and ability to maintain and safely operate chainsaws, pole saws, weed eaters and trimmers
- Knowledge and ability to maintain and safely operate a center console boat with motor
- Knowledge of safe boating practices and regulations
- Skilled in the use and operation of shop equipment, hand/power tools
- General knowledge of wood working repair to maintain fishing pier and dock
- Ability to climb ladders and work from high places
- Ability to perform a variety of semi-skilled maintenance tasks that include manual labor for extended periods of time and in unfavorable weather conditions
- Knowledge of occupational hazards and standard safety practices
- Ability to learn and follow instructions for use of chemicals and supplies

- Ability to use cleaning chemicals in a safe manner
- Ability to effectively deal with personal danger which may include exposure to fumes, smoke, strong odors, electrical hazards, confined or high work places, slippery and uneven surfaces or extreme weather
- Ability to interact effectively with the public, other county departments, the Lake Board, state agencies and vendors
- Ability to learn the history of Lake Naconiche
- Ability to speak in a public setting and to create and make presentations on Lake Naconiche
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to function effectively in emergency situations
- Basic computer skills
- Basic knowledge of Microsoft Word, Excel and PowerPoint
- Basic math and cash handling skills

Additional Information:

Work Environment

- Work will be primarily be performed outdoors and may include exposure to all types of adverse weather conditions including extreme heat and cold, rain, sleet, snow, dust and smoke, loud noises and unpleasant odors
- Work will sometimes be performed on or in water, including deep water
- Work will sometimes be performed in wooded and overgrown areas
- Exposure to bio-hazards or environmentally hazardous waste
- Exposure to animals, both wild and domestic
- Frequent contact with the public, including upset or irate individuals
- Work schedule includes weekends and holidays

Physical Requirements

- Sufficient physical conditioning to perform manual labor for extended periods
- Ability to lift and carry heavy objects in excess of 50 pounds
- Ability to climb ladders and work from high places
- Ability to frequently bend, kneel, reach, pull, push and crawl
- Ability to use fingers and hands to touch, feel and handle and arms to reach
- Sufficient manual dexterity to reach, grasp, touch and manipulate objects
- Ability to walk up and down hill and in wooded and overgrown areas for extended distances
- Ability to walking through grass, brush, mud and vines
- Ability to maintain effective audio-visual discrimination and perception needed for making observations and communicating with others; requires sufficient vision to see both up close and at a distance
- Requires ability to maintain mental capacity which permits sound decision making

Job Qualifications:

- Two years of experience in park administration, facility maintenance, grounds maintenance or related field
- TCOLE Certified Peace Officer, or a retired peace officer in good standing eligible for active commission
- Valid Texas Driver's License
- Ability to pass a post-offer, pre-employment TCOLE background check, medical exam and drug screen

Instructions:

Submit the following documents to the address below:

- Completed & signed Nacogdoches County Employment Application
- Resume and professional references (must be attached to the completed application)

Send to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Nacogdoches County is an Equal Opportunity Employer.
Nacogdoches County Participates in E-Verify.