



# CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	7/11/2024	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>OPERATIONS MANAGER</b>	
<b>DEPARTMENT</b>	<b>PARKS &amp; RECREATION</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <b>May be required to work extended hours, weekends and Holidays when required</b>	
<b>PAY GRADE</b>	<b>Grade C8, Step TBD (based on skills/experience)</b>	
<b>POSITION DESCRIPTION</b>	<p>Coordinates with all Park Managers and Facility Coordinators to facilitate daily operations and address issues in communication with Park Director. Employee is responsible for coordinating operations and maintenance at all Park facilities. Duties include building and grounds maintenance; equipment operation and maintenance. Assists with completing various building and park maintenance activities. Employee is responsible for various administrative duties when necessary for the efficient management of Park operations, program events and other aspects in the operation of Park facilities. Other duties may be assigned.</p>	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• Must possess a valid Alabama driver’s license and have a driving record that meets standards set by the county’s insurance carrier.</li> <li>• Knowledge of turf, grounds, landscaping and building preparation.</li> <li>• Knowledge of pesticide application process.</li> <li>• Ability to operate and maintain small power tools, lawn service equipment, etc.</li> <li>• Must possess some knowledge of painting, electrical work and plumbing work.</li> <li>• Reading skills to comprehend regulations, directions and reports.</li> <li>• Writing skills to neatly complete various forms and reports.</li> <li>• Ability to develop and maintain effective working relationships with associates, supervisors, park visitors and the general public.</li> <li>• Ability to assess and prioritize multiple tasks and demands, to work within deadlines to complete projects.</li> <li>• Ability to work extended hours, weekends and Holidays when required.</li> </ul> <p>This is a “safety-sensitive” position. Successful candidate must pass a pre-employment drug test and will be subject to random unannounced drug testing throughout employment with the County in a “safety-sensitive” position.</p>	
<b>EDUCATION</b>	<p>Must possess a high school diploma or equivalent. Prior experience in operations management; project coordination, etc. preferred.</p>	
<b>HOW TO APPLY</b>	<p>Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2<sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055  Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>  Faxed to: (256) 775-4670  The Personnel Department may be contacted at (256) 775-4884</p>	

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