Lower Platte North NRD Job Opportunity

Position Title: Recreation Facility Coordinator at Czechland & Homestead Lakes
Reports to: Operations & Maintenance Manager
Date Revised: January 2024

Position Summary: The Recreation Facility Coordinator is a part-time seasonal position from April through October working 20 -24 hours/week. This position is accountable for ensuring the operations & maintenance of the District's programs, property, buildings and equipment at Czechland and Homestead Lakes Recreation Areas. The Coordinator will work under the direction of the Operations & Maintenance Manager and others, as assigned, in carrying out District projects. Pay Scale: $15 - $18/hour

Essential Functions:
- Responsible for the general operation & maintenance of the Czechland and Homestead Lake Recreation Areas from April through October.
- Responsible for the maintenance of buildings and property. The proper care, use and maintenance of supplies and equipment used for general operations & maintenance at Czechland & Homestead Lake Recreation Areas.
- Knowledge and capable of operating an industrial riding mower, chainsaws, and vehicles.
- Knowledge of herbicide use and trimming/pruning trees.
- Collecting and ensuring that RV campers have paid their fees. This will require checking the Czechland RV area on weekends.
- Responsible for correcting any safety hazards and/or reporting them immediately to the O & M Manager.
- Perform other job-related duties or special projects as assigned.

Qualifications:
- Ability to perform essential functions and a minimum of two years of experience working with machinery.
- Ability to lift 50 lbs. occasionally.
- Possess a valid driver's license and is insurable in Nebraska.
- Personnel must be able to work in an outdoor environment including such adverse conditions as heat, cold, sun, dust, and pollen.

Skills:
- Self-directed and takes initiative
- Accurate and detailed
- Organized
- Effective communicator – written and verbal
- Problem solver