

CITY OF BONHAM JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process.
Please call the Human Resources Department 903-583-7555 ext. 101 to request the assistance.

	<p>Date Posted: 05/10/2022 Closing Date: Open Until Filled Positions Open: 1</p> <p><i>Notice: The City of Bonham only accepts applications when we have advertised to fill vacancies. The City of Bonham does not accept applications at any other time. If you submit a resume without an employment application, you will not be considered for the position. Applications can be obtained at the Bonham City Hall or online at www.cityofbonham.org.</i></p>		
Position:	Lake Bonham Supervisor	Job Status:	Full time
Department:	Bonham Parks & Recreation	Supervisor:	Ronnie Hill, Parks Director
Salary:	<ul style="list-style-type: none"> • Residing on premises in City owned house will be a condition of employment. • Work schedule of six (6) days per week to include holidays will be a condition of employment. One position available at forty-eight (48) hours per week. • \$34,856.64 annually • \$4200 annually vehicle allowance • To include paid vacation, sick time, personal time, holiday, retirement, and longevity pay. Medical, dental, and vision insurance available at minimal costs. 		
Duties:	<p>The Lake Bonham Supervisor is responsible for the day to day operations of Lake Bonham Park (LBP) area to include camp sites, restrooms, boat dock, marina area, beach front, and surrounding City property.</p> <p>General Responsibilities (but not limited to):</p> <ul style="list-style-type: none"> • To contribute to ensuring the LBP area is safe, clean, and functional. • Managing all aspects of the camp site permits to include collection, documentation, and reporting of permit fees. • Maintain regular communication and a positive working relationship with Parks Superintendent and appropriate City officials and staff. • Maintain City issued phone while on and off duty to include answering and returning phone calls and/or text messages in a timely manner. • Ensure regular communication and a positive working relationship is established and maintained with other authorities having jurisdiction or oversight. <p>Specific Responsibilities (but not limited to):</p> <ul style="list-style-type: none"> • To act as a representative of the LBP to the public and private organizations in the area. • To ensure all staff (full time, part-time, temporary, or seasonal) are familiar with the policies and procedures of the City of Bonham Personnel Policy. • To ensure that the LBP area is maintained to a high standard of service with equipment necessary to do the job effectively. • To be computer efficient and maintain on-line camp reservations. • To ensure that all staff display good public relations skills when assisting LBP users. • To ensure staff are familiar with the LBP and are able to communicate these regulations to users in a courteous manner when necessary to do so. • To ensure staff are familiar with emergency procedures and that emergency information is available in all pertinent locations. • To ensure that all company vehicles and equipment are kept clean, safe, and functional. • To maintain a high standard of Public Safety: <ul style="list-style-type: none"> - By keeping facilities in good repair. 		

	<ul style="list-style-type: none"> - By advising users who are acting in an unsafe manner to cease that activity. - By acting on situations before they have unfortunate results. - By conducting regular inspections. - By acting as a liaison when needed when public safety personnel respond to the LBP. • To maintain Public control and noise control and to ensure any incidents which occur in the LBP are duly recorded. • To assist in the planning and coordination of special events and projects. • To ensure regular patrols are made throughout the LBP area and that all buildings, equipment, and property are secure and that only registered campers are in the LBP. • To maintain records, prepare reports, and compose correspondence relative to the work. • To ensure that all statistical information required is submitted in a timely manner. • To ensure sewage waste responsibilities are followed as per required in the permit. With dump stations, ensure sewage levels are regularly checked and pumped as necessary. • To ensure that existing lawns are maintained and mowed. • To ensure the safe and fully functional condition of specific foot traffic areas (trails, footpaths, playground, etc.). • Ensure start-up maintenance and winterizing operations as necessary. • Other duties as assigned by Parks Superintendent or City Manager.
Education:	<ul style="list-style-type: none"> • High school diploma or G.E.D.
Requirements:	<ul style="list-style-type: none"> • <i>Residing on premises in City owned house will be a condition of employment.</i> • <i>Work schedule of six (6) days per week to include holidays will be a condition of employment. One position available at forty-eight (48) hours per week.</i> • A self-motivated starter who can work with minimal supervision. • High degree of moral and ethical standards. • Ability to accurately manage financial transactions, budgetary guidelines, and fiscal responsibility. • Excellent interpersonal skills as well as written and oral communication skills. • Efficient with computer technologies and ability to manage an on-line reservation site. • Experience in coordinating and administering multiple projects simultaneously. • Must have the ability to organize work, set priorities, meet critical deadlines, and follow-up on assignments. • A valid and current Texas Drivers License. • General knowledge of park operations as well as tool and equipment operation and maintenance. • General knowledge of plumbing and electrical repair.
Overview:	For questions contact Ronnie Hill at (903) 505-1310