

Big Cedar Lake Protection & Rehabilitation District

Title: Operations Manager

Reports To: Big Cedar Lake PRD Chairperson

Position Summary:

Under the supervision of Commissioners of the Big Cedar Lake District, to oversee the operations of the BCLPRD and to perform any assignment directed to him/her.

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned and are to be performed.

Responsibilities: Watercourse Stabilization and Conservancy Lands Operations

1. Oversee watercourse stabilization and conservancy lands operation of BCLPRD.
2. Write policies and procedures for BCLPRD's watercourse stabilization and conservancy lands operations.
3. Write grants for watercourse stabilization and conservancy lands operations.
4. Locate, interview and hire watercourse stabilization and conservancy lands employees
5. Supervise, discipline and terminate watercourse stabilization and conservancy lands employees.
6. Arrange for training of watercourse stabilization and conservancy lands employees.
7. Maintain watercourse stabilization and conservancy lands payroll records and reports.
8. Take lake water samples for analysis. Perform lake water temperature, dissolved oxygen and Secchi transparency measurements. (Note: If these functions are performed by the DNR, they do not have to be duplicated.)
9. Supervise and participate in the planting, mowing and maintenance of BCLPRD's conservancy lands.
10. Specify, purchase and maintain equipment for watercourse stabilization and conservancy lands maintenance. Obtain BCLPRD Commissioners' approval for all purchases over \$500.00.
11. Report on watercourse stabilization and conservancy lands operations and expenditures to BCLPRD Commissioners at meetings of the BCLPRD Commissioners and at the annual meeting of the BCLPRD.

Responsibilities: Weed Harvesting Operations

12. Oversee weed harvesting operation of BCL PRD.
13. Write policies and procedures for BCL PRD's weed harvesting operations.
14. Write grants for weed harvesting operations; work with admin assistant to apply for weed cutting permit and submit annual report.
15. Report on weed harvesting operations and expenditures to BCL PRD commissioners. Comply with policies or direction of the BCL PRD commissioners.
16. Interview, hire and manage weed harvesting employees. Supervise, direct, discipline, and terminate weed harvesting employees.
17. Manage all training required for weed harvesting employees.
18. Maintain weed harvesting payroll records and reports.
19. Manage, plan, schedule, supervise, and participate in the performance of daily weed harvesting operations.
20. Manage daily weed harvesting plans, communicate to employees, supervise and monitor employees to ensure maximum productivity and completion of tasks.
21. Manage issues and concerns relating to weed harvesting by residents.
22. Assist in placement and removal of weed harvesting equipment from water.
23. Specify, purchase and maintain weed harvesting operation equipment and supplies. Obtain BCL PRD Commissioners' approval for all purchases over \$500.00.
24. Report on weed harvesting operations and expenditures to BCL PRD Commissioners at meetings of the BCLPRD Commissioners and at the annual meeting of the BCL PRD.

Responsibilities: General Office and Miscellaneous Operations

25. Manage snow plowing required in parking lots.
26. Keep all BCLPRD buildings and equipment in excellent condition.
27. Follow-up on any inquiries relating to the various BCLPRD operations.
28. Perform minor maintenance tasks and general housekeeping in BCLPRD building and surrounding grounds.
29. Specify, purchase and maintain general office equipment and supplies. Obtain BCLPRD Commissioners approval for all purchases over \$500.00.
30. Report on general office and miscellaneous matters and expenditures to BCLPRD Commissioners at meetings of the BCLPRD Commissioners and at the annual meeting of the BCLPRD.
31. Attend all meetings of the BCLPRD Commissioners; perform other duties as assigned by the Commission.
32. Comply with the Policies and Special Orders of the Lake BCLPRD.
33. Miscellaneous duties as assigned.

Interaction:

There is interaction with town personnel, BCLPRD employees and Commissioners and the general public.

Training and Experience:

Knowledge of safe boating laws and practices

Unrestricted Wisconsin Driver's License

Mechanical experience or aptitude required.

Must have a high school diploma or GED's equivalent.

Ability to safely operate a boat.

Ability to repair and maintain small engine motors.

On the job training for operating BCLPRD equipment.

Computer experience with Microsoft Office, Outlook, Quickbooks and the Internet.

Supervisory and job assignment skills.