

19720 Kuykendahl Rd, Spring, TX 77379
(281) 651-0861
<https://www.bridgestonemud.com>



Bridgestone MUD District Park Manager

Job Description

- Oversee the operation of the District's park.
- Coordinate with onsite staff to ensure that the park is maintained appropriately.
- Conduct regular inspections of the facilities.
- Engage and oversee work by outside contractors and vendors, as needed.
- Maintain a routine maintenance schedule
- Schedule and supervise park staff and volunteers.
- Coordinate with Assistant Manager on event calendar and reservations.
- Respond to visitor feedback in a timely and professional manner.
- Lead staff meetings and trainings.
- Prepare monthly reports for the District Board's review and present at their monthly meeting.
- Manage and maintain supply inventories and provide documentation to the General Manager and Board as required.
- Coordinate with local community groups on special events and activities.
- Oversee landscape maintenance as needed in conjunction with the landscape contractor.
- Prepare and manage grant applications.
- Advise the Board on best practices, initiatives, and improvements.
- Liaise with the Board, Consultants and other community stakeholders on park matters.

Requirements:

- Excellent written and verbal communication skills.
- Minimum of 3 years of managerial experience.
- Prior experience in park management a plus.
- Must be proficient in office productivity software (Microsoft Office365, Google Workspace, etc.).
- Associate's Degree in a related field required, Bachelor's Degree or higher preferred.