



Greenwood County, SC

Job Description

FLSA: Exempt	Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Lake Manager	Department: Lake Management	
Pay Grade: 121	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to protect and improve Lake Greenwood; ensures the implementation and maintenance of the adopted Shoreline Management Plan in accordance with County ordinance, Federal requirements, and agency agreements.

Works under close to general supervision of the County Engineer according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Under the general direction of the County Engineer:

Supervises and trains lake management employees; ensures all county departmental functions, Federal and State regulations are followed (Lake Greenwood is a SC Navigable Waterway and a Federal Project).

Acts in compliance with the Shoreline Management Plan, Critical Habitat Program, Cultural Resource and Recreation Resource Plan, and Encroachment Permitting Program.

Interacts daily with adjacent property owners, resource agencies and others to issue encroachment permits and registrations. Resolves conflicts, answers questions, handles complaints, promotes proper stewardship, and balances human and environmental concerns.

Maintains treatment records, training, chemical forms, permits, and resource records to comply with EPA, DHEC, FERC and DPR environmental regulations for lake management duties. Develops and submits DHEC Monthly permit reports and FERC Form80.

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Prepares and maintains annual budget; including capital projects, major events, equipment purchases, lake upgrades and employee payroll.

Additional Duties:

Conducts environmental assessments, treatments, inventory, and mapping on Lake Greenwood including; noxious, invasive species, mosquito breeding locations, hazardous encroachments, habitat locations, cultural resources and others as mandated.

Acts as liaison between Lake Management, adjacent property owners, and other resource agencies. Fosters and enhances collaborative relationships between groups, property owners, and other entities.

Updates and records lake data, permits, registrations, image files, camping approvals, new dock owners, and other forms into Lake Management GIS system, Excel, and Munis. Updates Lake Management GIS system in the field and in the office. Tracks all records with GPS locations.

Evaluates community and commercial requests; prepares County submissions for the FERC for non-project use proposals on project lands (Lake Greenwood). Ensures all requested projects meet county, state, and federal regulations.

Represents and promotes Lake Greenwood and the County through technical and educational presentations to staff, schools, and other groups. Gives presentations and support at various conferences.

Enforces reconciliation of improper or illegal encroachments, hazardous structures and violations.

Trains lake management employees to properly perform their jobs, conducts mandated training and evaluates performance reviews on all lake management employees.

Monitors new and proposed Federal, State, and County laws affecting Lake Greenwood. Relates all findings, prepares drafts and recommendations for County Engineer and Administration.

Performs related work as assigned

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Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic

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solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients or others in the general public; works in a very fluid environment with guidelines, but significant variation.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

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The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Marine Biology, Fisheries and Wildlife, or acceptable fields.

Requires four years including supervision, regulatory compliance in a technical field OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

Ability to be licensed as a pesticide applicator and health applicator is required.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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