



## Job Vacancy Announcement

### Grand Valley Preserve Manager

#### Description

The City of the Village of Indian Hill, Ohio is accepting applications for a full-time position of Grand Valley Preserve Manager. The Preserve Manager is responsible for the maintenance and oversight of recreation and leisure activities at the Grand Valley Nature Preserve and manages the performance of the part-time preserve workers.

The Grand Valley Preserve, a former gravel excavation site, was acquired by the Village of Indian Hill in 2002. The 379-acre site has been the focus of a reclamation project to restore wildlife and the Preserve's natural beauty. The Preserve includes a few miles of beautiful walking trails and small lakes for fishing, canoeing and kayaking.

#### Essential Duties and Responsibilities

- Supervises, assigns tasks and evaluates staffing to meet the varying seasonal demands.
- Maintains schedule of Grand Valley personnel and approves time sheets.
- Serves as a liaison, representative and spokesperson; responds to and addresses all preserve related public inquiries and customer concerns.
- Processes, updates and assigns passes by entering new access cards.
- Processes and assigns slots for the boat storage barn for canoes, kayaks and paddleboards.
- Maintains all inventory.
- Assures that the preserve and recreation facilities are maintained in a safe and functional operational manner; provides warning system if inclement weather.
- Assists in the development of a variety of recreation and leisure services for the benefit of citizens for all ages and abilities; coordinates special events such as fishing tournament, school functions and other related programs.
- Coordinates committee meetings.
- Participates in meetings, seminars, and events as needed.
- Assists in the management of the Ohio Department of Natural Resources (ODNR) lease agreement.
- Works in coordination with the Assistant City Manager to prepare and maintain annual budget; submits purchase requisitions for the Grand Valley Preserve.
- Bids projects and manages contractors as needed.
- Provides security and enforces membership, animal and fishing regulations.
- Ensures watercraft standards are followed to ensure appropriate maintenance of the high-quality water system.
- Manages aquatic habitat.
- Scheduling and conducting interpretative programs and implementing ecological management of the preserve.
- Responsible for supervision, coordination, and/or implementation of regular maintenance, repairs, and miscellaneous care of preserve grounds, facilities, trails, and equipment to ensure efficient and safe preserve operations.

- Performs minor building and equipment repairs.
- Performs daily litter and trash control.

#### Knowledge, Skills and Abilities

- Knowledge of preserve management.
- Ability to work flexible hours (to include nights, holidays and weekends).
- Skill in operation of motor vehicles (e.g., car, truck, boat, gator).
- Operation of power tools (e.g., chain saws, mowers, tractors, trimmers, drills, skid steer, etc.)
- Must possess excellent customer service skills.
- Should be aware of proper local, state and federal safety practices and standards.
- Must possess high degree of integrity, good professional judgment, motivation, and a positive attitude.
- Strong organizational skills.
- Plant identification skills helpful.

#### Required Education and Experience

High School diploma or equivalent. Experience in maintaining buildings and grounds, landscaping, recreational and aquatic lake and habitat management, native and invasive plant management and control, or prior law enforcement. Must be a minimum of 18 years of age.

#### Tools and Equipment Used

Computer including word processing, spreadsheet, database and various software programs, copy machine, fax machine, printer, telephone and other small office equipment; light to heavy equipment such as backhoe, bobcat, tractor, skid steer; various hydraulic powered hand tools, chain saws and other hand powered and non-powered hand tools; mowing and fertilizing equipment, blowers, string and hedge trimmers, blower and other similar mechanical equipment and tools.

#### Requirements and Working Conditions

Generally, requires physical effort to stand, bend, stoop, kneel, crawl, climb, push, pull, carry, lift and walk. Must have ability to perform Heavy to Very Heavy work that involves occasional lifting, carrying, pushing or pulling objects, equipment and supplies 50 to 150 lbs. and frequently lifting, carrying, pushing or pulling objects, equipment and supplies 25 to 50 lbs. Sufficient personal mobility, stamina, flexibility and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions. Manual dexterity in order to grasp, install, manipulate, or assemble objects. Must have physical ability for maneuvering and lifting canoes, kayaks and paddleboards. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Work is usually performed in an outdoor environment within Village facilities and work sites. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, snow, heat, chemicals, and foul odors. Performs work in all weather conditions for extended periods of time. Requires ability to work flexible hours (may include nights, holidays and weekends).

#### Job Benefits

Competitive hourly rate of \$67,621 to \$91,569, depending on qualifications, with an excellent benefit package. Position is unclassified, FLSA non-exempt, and at-will.

#### Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account

- Employer paid Basic Life & AD&D in the amount of 1X salary up to a maximum of \$75,000
- Access to onsite workout facility and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Longevity pay annually after 5 years of service with the Village
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

#### Application Process

Qualified applicants are required to submit a completed application for employment and resume no later than 4:00 p.m. EST on Friday, October 17, 2025. Original signature is required on any paper application form submittals. It is the responsibility of the applicant to carefully list all pertinent experience, training and certifications. All documents may be submitted electronically through the Village's website (<https://indianhill.gov/employment>) mailed or delivered to the attention of:

Jessica Chaney  
Director of Administrative Services  
Village of Indian Hill  
6525 Drake Road  
Cincinnati, OH 45243  
(513) 561-6500  
[jchaney@indianhill.gov](mailto:jchaney@indianhill.gov)

The recruitment will remain open until the position is filled. Applications may be reviewed as they are received. Successful candidates will be required to pass a background check, pre-employment drug screening and physical examination.