

Lake Lemon Conservancy District

Operations Supervisor

Job Description

Updated: September 15, 2025

The Lake Lemon Conservancy District (LLCD) is a local unit of government tasked with maintaining Lake Lemon's water quality and recreation potential. Located in the rolling hills of South-Central Indiana, just 10 miles northeast of Bloomington, Lake Lemon offers both a scenic getaway and convenient access to one of Indiana's beloved University towns.

The Operations Supervisor role requires biological, managerial, technological, and administrative responsibilities related to the management of Lake Lemon. The goal of the position is to ensure and enhance the water quality and recreational potential of Lake Lemon and Riddle Point Park. The position requires up to 80% outside field work (on and around Lake Lemon) during the recreation season. Weekend availability is required from mid-May to mid-September, Thursday through Monday.

Title: Operations Supervisor

Reporting Relationship: Reports to the Lake Lemon Conservancy District, District Manager

Qualifications

Education: Bachelor's Degree in Environmental Management, Environmental Science, Water Resource Management, Parks and Recreation, or a similar field.

Work Experience: 4 years of relevant experience, or an equivalent combination of education and experience.

Base Salary: Base salary of at least \$55,000, with final amount commensurate with experience. Paid in bi-weekly installments and subject to deductions as required by law and LLCD policy.

Benefits: Healthcare stipend of \$9,000 annually, paid alongside salary, for a health insurance policy of your choice.

Work Schedule

- Mid-May to mid-September: Thursday–Monday, minimum 40 hours/week, including weekends and holidays.
- March 1 – October 31 (outside above range): Minimum 40 hours/week, 5 days/week.

- November 1 – end of February: 32 hours/week, 4 days/week.

Skills

- Boating operation and safety enforcement
- Basic mechanical repair and maintenance
- Chainsaw operation and safety
- Personnel management

Vacation & Leave

Vacation:

1st Year – 56 hours/year (2.33 hours/pay period)

2–5 Years – 96 hours/year (4 hours/pay period)

6–11 Years – 128 hours/year (5.33 hours/pay period)

Sick Leave: Up to 40 hours/year (must be used within the year accrued)

Holidays: 9 annually (Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Good Friday, Martin Luther King Day, Primary Election Day, Election Day, Veterans Day)

Retirement

Membership in Indiana Public Employee's Retirement Fund (PERF) with LLCD paying/matching required employee's contribution of 3%.

Duties & Responsibilities

Biological Duties

1. Aquatic vegetation monitoring, coordination of nuisance plant treatment, and annual plan reporting.
2. Nuisance wildlife management, including permitting and complaint records.
3. Watershed management in coordination with local governments; explore Clean Water Act Section 319 opportunities.
4. Weekly beach water testing in coordination with Indiana University.

Riddle Point Park & Lake Recreation

1. Oversee Riddle Point Park and Beach operations and maintenance.
2. Lake safety and navigation buoy placement and upkeep; assist with debris removal.

3. Conduct lake patrols to educate the public on safe boating and enforce LLCD ordinances.

Computer Technology

1. Maintain LLCD freeholder email distribution list for important updates.
2. Perform minor technical troubleshooting.

Administrative Duties

1. Assist with boat permit sales.
2. Attend all Board meetings; take and maintain official minutes and records.
3. Prepare and distribute meeting materials to Board members.

Supervisory Duties

Hire, train, schedule, and supervise Gatehouse Attendants and Lake Patrol Officers.

Managerial Duties

1. Administer sublease program.
2. Maintain and update LLCD database.
3. Contribute to newsletter production (five annually).
4. Identify and apply for relevant grants.
5. Coordinate volunteer projects (e.g., shoreline cleanup, trail maintenance).
6. Maintain professional public relations and represent LLCD at public events.

Contact Info

Adam Casey – District Manager

Phone: 812-334-0233

Email: manager@lakelemon.org

Position will remain open until filled