

Assistant Recreational Facility Supervisor

Dept/Div: Parks and Recreation

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled trades work in the operation and maintenance of a recreation facility, and related work as apparent or assigned. Work is performed under the limited supervision of the Recreation Facility Supervisor. Oversight is exercised over assigned personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintains ice sheet and ice making equipment.

Performs building renovation such as painting and repairs.

Schedules ice times.

Supervises community service and concession workers.

Performs HVAC Maintenance.

Assigns and schedules employees.

Maintains inventory; purchases tools and equipment.

Manages concession operations; coordinates cash submission for concession and skate shop.

Sells ad space on dasher boards and zamboni.

Knowledge, Skills and Abilities

General knowledge of facility operations; general knowledge of the type and uses of tools, supplies, equipment, procedures and techniques used in maintenance, repair and construction activities; general knowledge of safe operation and preventive maintenance of facilities and equipment; ability to sell facility rentals and schedule the facility to maximize rental income; ability to plan and supervise the work of staff; ability to operate standard office equipment and related software; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience working in a recreational facility, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, using hands to finger, handle or feel and pushing or pulling, frequently requires walking, speaking or hearing, reaching with hands and arms and lifting and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and repetitive motions; work requires depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and exposure to extreme cold (non-weather) and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Certified Ice Technician (CIT) within one year of hire.

Licensed Food Manager within 6 months of hire

Air Quality Certification within 6 months of hire. Special Boiler's License within 6 months of hire.

Valid driver's license.

Last Revised: 4/15/2016