

Jurisdictional Class: Competitive
Adopted: January 22, 1990
Revised: July 11, 2018

RECREATION FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is a working manager position which includes responsibility for supervising operations of a multipurpose recreation facility which houses a skating rink on a seasonal basis as well as outside park facilities or a park facility with camp ground rental and beach facilities. The incumbent is responsible for the proper collection and deposit of fees/receipts, reservations, security, custodial services, and the maintenance of health and safety standards. The work is performed under general supervision with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate employees assigned to operation and maintenance tasks. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and participates in the operation of the recreation facility including scheduling ice time, promotion, and public relations;

Supervises and participates in the operation of outside park facilities, camp grounds, and/or beaches which may include basketball courts, tennis courts, horseshoe courts, and picnic/barbecue area as well as areas for football, baseball, soccer, etc;

Assigns and supervises subordinate recreation maintenance personnel engaged in cleaning and operating the facilities and park;

May hire lifeguards for beach area and keep logs of hours worked and proper certifications;

Assists in the development of program objectives and policy;

Takes reservations, assigns campers to appropriate sites, schedules group picnics or parties, and collects proper fees and deposits;

Monitors and makes sure all rent fees and electric bills are paid and inspects lots when campers leave;

Makes periodic inspections of all indoor and outdoor park facilities, beaches, and camp grounds to ensure the program activities are being carried out properly and that cleanliness, health, and safety standards are maintained;

May take water samples from park to the lab for testing for Health Department certification;

Enforces facility/park rules, handles complaints, and resolves issues;

May post and/or replace signs in and around the park grounds relative to speed limit, children at play, beach, restrooms, etc;

Coordinates the program facilities with the overall recreation program of the area;

Ensures that entrance fees and/or facility use receipts are properly collected and deposited;

Compiles information, gathers statistical data, and makes recommendations relative to operation of the facilities/park;

May supervise maintenance personnel involved in grounds maintenance and snow and ice control on walks and driveway;

Oversees facilities and park security measures relative to opening and closing facilities, locking and unlocking gates, patrolling facilities, park, and beaches during hours of operation and before closing, ensuring access areas and doorways are clear, and establishes procedures to prevent vandalism;

Makes periodic evaluations of the work performance of subordinates engaged in cleaning, maintenance, and repair activities;

May operate the zamboni and other equipment necessary to maintain the facilities/park;

Supervises the Pro Shop, including staffing, purchasing, and inventory control;

Establishes facilities equipment maintenance schedule to provide for continuous operation;

Prepares a variety of records and reports related to the work.

Recreation Facility Manager

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of recreation facility, park, and camp ground management theory, principles, and practices;
Good knowledge of indoor and outdoor sports and recreational activities;

If in charge of a facility with a skating rink, good knowledge of the operation and maintenance of ice making and rink equipment;

Good knowledge of standard building cleaning and maintenance practices;

Ability to plan and carry out recreation facility and park programs;

Ability to plan and supervise the work of others;

Ability to meet and deal with the public;

Sound judgment;

Willingness to work evenings and weekends when necessary.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

(a) Four (4) years experience in building and/or grounds maintenance or recreation program management in a facility or institution; one (1) year of which shall have been in a supervisory capacity; or

(b) Graduation from a regionally accredited New York State registered college or university with an Associate's Degree and two (2) years experience as defined above; one (1) of which must have been supervisory; or

(c) An equivalent combination of (a) and (b) above, with no substitution for supervisory experience.

SPECIAL REQUIREMENTS: If operation of a motor vehicle is required for this position, the candidate must be eligible for the appropriate level New York State driver's license at time of application. Possession of the license at the time of appointment.