

RECREATION FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical maintenance and operation of a variety of recreation facilities and managing special events. The work involves supervising tasks in connection with maintenance and repair of specialized recreational facilities, related buildings, grounds and programs. General direction is provided by the Deputy Commissioner of Parks and Recreation, with considerable leeway allowed for planning and carrying out assignments. Direct supervision is exercised over all personnel assigned to the facilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates activities of workers engaged in keeping buildings and grounds clean and in orderly condition as well as maintaining and repairing utility systems and physical structures;

Supervises recreational activities programming for specialized recreation facility and outdoor recreation programs;

Operates small hand tools such as saws and grinders;

Negotiates agreements with organizers of special events;

Maintains records and prepares reports regarding building and grounds maintenance, repair, personnel and facility programs;

Maintains records for payroll, attendance, concessions, inventories, cash and ticket receipts for facility services and records amounts received;

Administers contracts for use of the facility;

May operate a Zamboni machine;

Prepares special reports for the Commissioner of Parks and Recreation regarding requirements and effectiveness of services in the facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of practices, tools and materials used in the maintenance and repair of buildings, grounds and equipment;

Good knowledge of the principles and practices of supervision;

Ability to effectively supervise and coordinate the effort of personnel from a variety of related disciplines;

Ability to get along well with others;

Ability to communicate effectively with groups and individuals;

Ability to coordinate and organize the daily work schedule for facility personnel;

Ability to interpret and carry out general and detailed instructions;

Mechanical aptitude;

Manual dexterity;

Initiative;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in park or recreation administration, physical education or a closely related field and three years of administrative experience in parks/recreation management; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in park or recreation administration, physical education or closely related field and seven years of parks/recreation experience, three years of which must have been in an administrative capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and eight years of parks/recreation experience, three years of which must have been in an administrative capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in park or recreation administration, physical education or a closely related field may be substituted for one year of the required experience.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Motor Vehicle operator's License at time of appointment.
- 2) Certification in the following within the probationary period:
 - American Red Cross Standard First Aid or equivalent AND
 - American Red Cross CPR for Professional Rescuer or equivalent AND
 - Automated External Defibrillator

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Competitive