

FACILITY MANAGER (SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Park Superintendent, an incumbent is responsible for seasonal operations and maintenance of a park facility and performs a variety of park maintenance and operations activities. There is limited exercise of independent judgment within the framework of established departmental policies and procedures. The position involves supervision over a number of park personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises routine operations and maintenance of a park facility which may include picnic areas, beach, swimming pool, boat launching site and playing fields;

Supervises personnel assigned to the facility including full-time as well as part-time employees;

Supervises the receipt, handling, accounting and deposit of monies collected through fees for use of the facility;

Maintains time and attendance records;

Maintains records and reports related to equipment, materials and supplies;

Supervises the control and safety procedures at the assigned facility;

Coordinates the conduct of special events at the facility;

Handles complaints from the public;

Investigates unusual occurrences;

Requisitions supplies and materials.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operating procedures of the County Parks; working knowledge of bathing and water safety operations; ability to perform basic arithmetical computations; ability to supervise skilled and unskilled employees; ability to deal with others tactfully and effectively; ability to prepare written reports; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and either (a) two years of college* and two seasons experience in the operations or maintenance of a park and/or recreation facility; or (b) four seasons of experience in the operation or maintenance of a park and/or recreation facility; or (c) a satisfactory combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J .C.: Non-Competitive†
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Job Class Code: H0118
Job Group: Flat Rate