



## JOB DESCRIPTION

Title: **FACILITIES SUPERVISOR P/T**  
Department: Park Center  
Class Code: 6696  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2002 (Revised 03/2006)  
Grade Number: 9

### GENERAL PURPOSE

Under close supervision of the Center Director performs professional duties in supervising, coordinating, and managing the operations of the Community Recreation Center in the absences of the facility administrators.

### EXAMPLE OF DUTIES

- \*-- Maintains the operations of the facility on weekdays, evenings, and weekends in the absences of the Center Director and Assistant Recreation Center Director
- \*-- Ensures all policies and procedures of the facility are enforced.
- \*-- Resolves concerns, conflicts, and problems of the patrons ensuring that services are provided in a professional and safe manner.
- \*-- Oversees building security and responds to all center emergencies; ensures patron and staff safety; may include snow removal or other necessary duties.
- \*-- Supervises, supports, and assists staff.
- \*-- Conducts regular walk through of the facility to assist visual maintenance and security.
- \*-- Assists front counter personnel with taking fees and monitoring payment of admission fees; assists lifeguard, custodial staff and child care staff when necessary.
- \*-- Completes records and reports as required.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a bachelor's degree and six (6) months experience in management or working in recreation, OR any equivalent combination of education and experience.

### Special Requirements

- Must be at least 18 years of age.
- Must pass a Background Criminal Investigation check.
- Must possess a valid Utah Driver's License.
- Must be able to obtain American Red Cross First Aid and CPR certifications within six (6) months of hire.
- Must be willing and available to work morning, afternoon, evening, weekend, and holiday shifts.

### Necessary Knowledge, Skills and Abilities

- Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software.
- Extensive knowledge of operation procedures of recreational facilities or other comparable facilities.
- General knowledge and background of recreation/fitness programs.
- General business, management, finance and accounting knowledge including budgeting activities.
- General knowledge and experience in planning, prioritizing, and organizing a complex workload.
- Excellent public relations and communication skills.
- Ability to establish and maintain effective working relationships with co-workers, the public, news media, and other departments and agencies; ability to follow written and oral instructions; ability to direct the work of others.

**TOOLS AND EQUIPMENT**

- Personal computer, including word processing software; calculator; copy and fax machine; telephone; mobile or portable radio; automobile; various sports equipment used in recreation programs, fitness programs, and swimming pools.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the facility.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.