



Town of Oro Valley Classification Description

Title: **RECREATION FACILITY MANAGER**

Job Code: 2680

FLSA Status: Exempt

Department: Parks & Recreation

Salary Grade: 114

POSITION SUMMARY:

Manages and coordinates specialized recreation programs and facilities, including supervising personnel and administering the division budget. Serves multiple roles for the division to include managerial oversight, supervision of operations and administrative duties.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises staff by planning and monitoring tasks and activities, establishing procedures and guidelines, evaluating assigned services, coaching for performance improvement and recommending personnel actions.
- B. Records work hours, submits time sheets and approves payroll.
- C. Plans and conducts training programs, including maintaining training and certification records.
- D. Coordinates participation in off-site training as needed to assure technical competency of recreation personnel.
- E. Hires, trains, schedules, evaluates and disciplines subordinate staff, as required.
- F. Completes reports, timesheets, cash receipts, incident/accident reports, council foreword items, council communications and other administrative paperwork.
- G. Prepares and administers the annual budget by forecasting revenues and expenditures, presenting proposals for approval, authorizing payments and monitoring expenditures.
- H. Negotiates, develops and monitors agreements with outside organizations to include nonprofits, for-profits and private companies.
- I. Establishes and implements facility policies and procedures related to patron use, fees, safety, etc.
- J. Implements management control plans and emergency action plans and trains staff as needed to minimize risk and liability and monitors compliance.
- K. Plans, develops and implements year round facility programs, services and special events.
- L. Serves as a member of the management team to ensure collaboration and cross training within the Department.
- M. Coordinates with other departments to initiate or implement programs and to complete projects;
- N. Plans, develops and implements all special events held at recreation facilities and helps to coordinate and plan several other special events hosted by the Department.

- O. Communicates with project managers from outside agencies to help facilitate and plan local, regional and nationally recognized special events held at recreation facilities and surrounding park areas.
- P. Monitors facility operations to assure compliance with state and federal operations and safety guidelines.
- Q. Directs the maintenance of the facility, including all equipment, scheduling repairs and any related treatments.
- R. Responds to customer service issues as they relate to the recreation facility.
- S. Contacts may involve stressful, challenging interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions;
- T. Serves on Town Loss Control Committee.
- U. Regular, daily attendance is an essential function.
- V. Works a schedule that includes early mornings, evenings, weekends, split shifts and holidays, as required.
- W. Serves in an on-call status at all times.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of:

- Managerial and supervisory skills, concepts and best practices.
- Municipal budgeting and finance procedures.
- The philosophy and objectives of community recreation programming.
- Equipment, facilities, operations and techniques used in a comprehensive community recreation facilities.
- Related system and equipment operation, maintenance, and repair requirements;
- Public health standards.
- Federal (EPA) regulations.
- Federal (OSHA) regulations and city policies regarding safe work practices.

Ability to:

- Establish and maintain effective working relationships with employees, partner organizations, and the public.
- Prepare written reports and maintain system and employee performance records.
- Create and foster successful public/private partnerships with outside organizations to promote healthy living and to provide opportunities for members of the community.
- Develop, organize and implement various recreation programs.
- Read and interpret technical and operational manuals and basic construction documents.
- Estimate materials, supplies and equipment used to maintain programs and facilities.
- Operate a motor vehicle.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree from an accredited college or university in park and recreation administration, sports management, physical education, or a closely related field; and
- Four years of experience in Recreation Facility Management. At least two of the four years should be at the supervisory level.
- May be required to secure a National Aquatics Facility Operator, (or obtain 90 days after employment date).
- May be required to secure a Certified Pool Operator through Pima County, (or obtain 90 days after employment date).
- National Recreation and Park Association "Certified Park and Recreation Professional" certification preferred.
- May require experience with commercial or municipal pool maintenance.
- Must possess a valid Arizona driver's license.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.
- May be exposed to chemical hazards including calcium hypochlorite and muriatic acid.
- May be exposed to mechanical and or electrical hazards associated with pool operational equipment.
- May be exposed to noise and vibration relating to pool operational equipment.
- May be exposed to communicable diseases associated with first aid procedures.
- May be exposed to wetness/humidity as well as extreme temperatures.
- May be performed at various locations.