



POSITION Facility Specialist (Rustad Recreation Center)

DEPARTMENT Facility Operations

REPORTS TO Facility Operations Manager/Recreation Manager

FLSA CLASSIFICATION Non-Exempt

SUMMARY

Under supervision of the Facility Operations Manager/Recreation Manager, the Facility Specialist provides a variety of semi-skilled work in the maintenance of Park District indoor facilities and related property grounds.

KEY ACCOUNTABILITIES:

Facility Operation and Maintenance – 50%

Public Relations – 20%

Events Assistance – 15%

Safety – 10%

Human Relations – 5%

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise facility rentals, birthday parties and other activities. Responsible for opening, closing and properly securing the facility. Set-up, tear down and prep for rentals and Park District programs/events as needed will be required.
- Maintain facility/grounds to ensure clean, safe and sanitary conditions. Address issues and concerns in a timely manner.
- Perform preventive upkeep in accordance with park and maintenance standards.
- Coordinate, supervise and assign work to part-time staff while on duty.
- Perform custodial duties as required and assigned by Facility Operations Manager/Recreation Manager.
- Operate a variety of maintenance equipment such as turf maintenance equipment, floor scrubber, carpet cleaner, snow blower and related special equipment.
- Assist guests by answering questions, directing flow of traffic, providing literature and connect them to the appropriate staff member or community resource. An ongoing knowledge of Park District programs and events must be upheld.
- Assist the Customer Service Representative with public relations and general customer service. Handle incoming phone calls, and direct guests to appropriate Park District staff.
- Shifts will include daytime, weekend or evening hours on a rotating basis.
- Follow, support and uphold the West Fargo Park Districts Standards and Expectations for Employee Excellence.
- Perform other duties and assume other responsibilities as are apparent or delegated and carry out special projects assigned by Facility Operations Manager/Recreation Manager.



MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Ability to create and maintain effective working relationships with peer, superiors and other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Ability to maintain a good working relationship with other employees, supervisors and general public.
- Strong communication skills, both orally and in writing.
- Possess a basic knowledge of computers and the skills to use this tool in the application of data processing and communication. (Microsoft Word, Excel, and Outlook).
- Valid driver's license.

PHYSICAL AND MENTAL DEMANDS

Work is performed within Park District properties and job site locations that will require sitting, squatting, bending, climbing and reaching. The employee may be required to occasionally perform a full range of motion with lifting and or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

WORKING ENVIRONMENT

Activity may involve being in and around moving equipment. Activity is subject to weather conditions of the seasons, fumes, gasses and exposure to dust. The employee may also be exposed to hazardous chemicals and infectious diseases. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.