

FACILITY SPECIALIST

POSITION: Rustad Recreation Center/ Aquatics Specialist

DEPARTMENT: Facility Operations

REPORTS TO: Facility Operations Manager/Recreation Manager

FLSA CLASSIFICATION: Non-Exempt

REVISION DATE: September 2021

Salary Range: \$40,000-\$44,000

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Rustad Duties:

- Supervise court/turf/room rentals, birthday parties and all other activities that take place in facility/grounds.
- Assist patrons by answering questions, providing published literature or directing them to the appropriate staff member or community resource.
- Handle incoming telephone calls and direct calls and messages to appropriate staff.
- Assist as needed, Customer Service Rep. (front desk) public relations and general customer's service duties.
- Coordinate, supervise and assign work to part time staff.
- 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 Manager.
- Maintain facility/grounds in a clean, safe, sanitary condition.
- Perform preventive maintenance functions in accordance with park and maintenance standards.
- Perform custodial duties as required and assigned.
- Operate a variety of maintenance equipment such as turf maintenance equipment, floor scrubber, carpet cleaner, snow blower and related special equipment in a safe manner.
- Work hours: daytime, weekend or evening hours as assigned.

Pool/Splash pad/ Duties:

- Recruits, hires, trains, develops schedules and directs life guards/concessions/splash pad personnel as needed.
- Monitors the daily operations of the pool-ensuring adherence to all state, local and Park District health and safety regulations.
- Conducts and ensures proper maintenance of pool/splash pad. Maintains accurate records of pool chemical levels and facility maintenance
- Maintain and oversee pool operations and equipment in coordination with the Facilities Manager.
- Oversees the hiring, scheduling, inventory, food safety, moneybags of concessions at pool and splash pad.

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.
- Must be able to obtain CPO (Certified pool operator) and obtain Lifeguard Certification with CPR for the professional rescuer. Park District will assist with organizing this training and the costs associated with it)
- Possess Mechanical aptitude and attention to detail.

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.

SPHERE OF DUTIES

- Open and properly secure facility.
- Verify rentals for the Day/Week prep for said rentals.
- Monitor all activities in the facility's, throughout day/night.
- Assist patrons with direction to their location.
- Assess the buildings/facility as to if anything needs immediate attention.
- Inventory of paper towels, toilet paper, soap, cleaning products etc.
- Detail Gym, Turf, Pool and Splash Pad schedules.
- Employee hiring, training, scheduling, supervising of part time staff.(Rustad/Splash pad/Vets Pool)
- Tear down past events and prep for next day rentals.
- Assist the Park District in event preparation and dismantle.
- Emergency and hazardous material clean up.
- Identify and create work lists for part time employees.
- Monitor patron count as not to exceed facility occupancy.
- Prepare, monitor and cleanup of party rooms/turf for birthdays check in with rentals.
- Maintain grounds snow, ice, trash, interior and exterior.
- Well versed in programs/events at Rustad.
- Assist with custodial duties ongoing.
- Provide outstanding customer service by responding to all public feedback.
- Maintain the interior and exterior snow, ice, weeds and trash.
- Provide safe conditions for employees and patrons. Immediately report issues, emergencies, suspicious activity to the authorities.