

FACILITY SPECIALIST

POSITION: Facility Specialist

DEPARTMENT: Facility Operations

REPORTS TO: Facility Operations Manager

FLSA CLASSIFICATION: Non-Exempt

REVISION DATE: December 2021

Salary Range: \$36,000-\$43,000

SUMMARY

Under supervision of the Facility Operations Manager, 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

Veterans Memorial Arena Duties: (OCTOBER-MARCH)

- Assist and supervise maintenance and overall operation of Veterans Memorial Arena grounds, ice, and equipment maintenance to include ice resurfer, compressors and more.
- Supervise rentals, special events, 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.
- 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 Operations Manager.
- Maintain park facility's/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 Zamboni, edger, floor scrubber, carpet cleaner, snow blower, Skid Steer and related special equipment in a safe manner.
- Work hours: daytime, weekend or evening hours as assigned.
- General Mechanical aptitude and attention to detail a must.

Park Shelters/Activity Centers/Splash Pad/Vets Pool Duties: (APRIL-SEPTEMBER)

- Conducts and ensures proper maintenance and cleaning of Activity Centers/Park Shelters/Splash Pad.
- Coordinate, supervise and assign work to part time staff of daily cleaning and maintenance of Park Shelters and Activity Centers.
- Assists with opening facilities on a daily basis.
- Assists Operations Manager as needed with daily chemical levels of splash pad and Veterans Memorial Pool.
- Assist in Recruiting, hiring, training of PT spring, summer and fall seasonal workers, as directed by Operations Manager.
- General Mechanical aptitude and attention to detail a must.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- General Mechanical aptitude and attention to detail a must.
- 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 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

- Daily maintenance of ice, buildings, shelters and grounds.
- Supervision of seasonal staff. (year round)
- 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.
- Assist with employee hiring, training, scheduling, supervising of part time staff.
- Set up/Tear down of events and rentals.
- Emergency and hazardous material clean up.
- Identify and create work lists for part time employees.
- Building/equipment repairs.
- Assist with custodial duties ongoing.
- Provide outstanding customer service by responding to all public feedback.
- Provide safe conditions for employees and patrons. Immediately report issues, emergencies, suspicious activity to the authorities.