

FACILITY MANAGER (SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of higher-level park personnel, an incumbent of this class is responsible for seasonal operations and maintenance of a park facility to include picnic areas, golf courses, active use parks and playing fields, swimming pools, or interpretive sites. Work involves a variety of park maintenance and operations activities, which are performed within the framework of established departmental policies and procedures. The position involves supervision over a number of park personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises routine operations and maintenance of a park facility include picnic areas, golf courses, active use parks and playing fields, swimming pools, or interpretive sites;

Supervises personnel assigned to the facility including full-time as well as part-time employees;

Supervises the receipt, handling, accounting and deposit of monies collected through fees for use of the facility;

Participates in customer relation activities by meeting with patrons about their concerns and/or complaints; responds to written complaints in accordance with departmental protocols;

Maintains time and attendance records;

Maintains records and reports related to equipment, materials and supplies;

Supervises the control and safety procedures at the assigned facility;

Coordinates the conduct of special events at the facility;

Investigates unusual occurrences;

Requisitions supplies and materials;

May assist in the issuance of park permits;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operating procedures of the County Parks; working knowledge of bathing and water safety operations; ability to perform basic arithmetical computations; ability to supervise skilled and unskilled employees; ability to deal with others tactfully and effectively; ability to

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.) prepare written reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) four seasons of experience in the operation or maintenance of a park and/or recreation facility; or (b) two years of experience which must have involved performing repairs, managing an inventory, or scheduling events for a business focusing in recreation such as a bowling alley, swimming pool venue, camp site, golf shop, etc.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J.C.: Non-Competitive†
DRC3

Job Class Code: H0118
Job Group: Flat Rate \$30 per hour

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Commented [Comment1]: Revised: 6/4/15
Created:
Date approved other than competitive:
For departments:
Flat rate of \$30 per hour approved by BOL on 6/15/22, Board Act #74-2022