

GENERAL MANAGER - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this position is responsible for the full operation and maintenance of Playland, Westchester County's amusement park. The incumbent manages, plans and coordinates the maintenance program for the park and the general operation of the physical property. Additionally and through subordinate supervisors this position is also responsible for the daily activities of the park. Considerable latitude is given for exercising independent judgment within the confines of departmental policies and procedures; this position may be on call on a 24/7 basis during the season in order to respond to emergencies. Supervision is exercised over a large number of full-time and seasonal employees. Does related work as required

EXAMPLES OF WORK: (Illustrative Only)

Participates in formulating policies and procedures for the daily activities of Playland Park, including but not limited to, administrative services, maintenance operations, ride maintenance, and off-season activities to ready the park for the next year;

Participates in developing and implementing standard operating procedures in cases of emergency or if the park needs to be evacuated;

Recommends, plans and implements developed policies, goals, standards and procedures for the operation and maintenance of Playland Park;

Directs the daily activities of all Playland units including but not limited to, maintenance, operations, marketing, personnel, point of sale kiosks and cash handling, as well as beach and pool operations;

Monitors concessionaires at the facility; ensures concessionaire areas are safe and clean and conveys any issues to the arm of the Parks department responsible for concessionaire operations;

Plans for minor alterations to improve existing facilities or in the creation of basic structures by preparing plans and specifications;

Participates in the review and evaluation of plans and specifications for major projects;

Participates in estimating costs, materials and staffing requirements for capital projects;

Plans and directs the maintenance and repair of the Playland rides and other amusement attractions;

Develops, implements and continually reviews all safety and emergency procedures; develops Standard Operating Procedures for the safe operation of Playland facilities;

EXAMPLES OF WORK: (Cont'd)

Inspects the repair, installation and maintenance of all projects, including large capital facility projects;

Plans maintenance projects by allocating staff, materials and time in an efficient and cost effective manner to meet the operational, maintenance and repair needs of the park;

Trains employees across all trade disciplines in the maintenance and management of Playland operations;

Participating in the purchase of operating and maintenance equipment;

Prepares the annual budget for the park by reviewing, monitoring and approving yearly expenditures;

Implements cost control procedures to ensure expenses remain within budgetary constraints;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the maintenance, repair and inspection of amusement devices; thorough knowledge of the principles and techniques of maintaining buildings, grounds and facilities; thorough knowledge of estimating costs for materials, equipment and staffing; good knowledge of practices and principles of budgeting; ability to draw sketches and prepare technical specifications; ability to plan and implement a long range maintenance and repair program; ability to supervise a large number of maintenance, repair and operations personnel; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in engineering, building, electrical, mechanical, construction or civil technology or facilities management and five years of experience in building, grounds and equipment maintenance, two years of which must have been in a supervisory capacity;

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

West. Co.
J. C.: Competitive
DRC3

Job Class Code: E0573
Job Group: XIV

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PROFESSIONAL EXPERIENCE:

2003 – Present:

General Manager at Playland, Teamster Grade 14

- Liaison between the County and Standard Amusements
- Oversee the day to day operations and direction of County employees assigned to Playland outside of the Standard Amusements management agreement.
- Direct conduit for the department for any county employees who remain at Playland and work under Standard Amusements.
- Ensure that Standard Amusements is complying with everything that is in their contract.
- Review and keep copies of all daily ride inspection forms and state permits.
- Leave Management
- Review and make recommendations regarding any safety audits.
- Work with Standard Amusements regarding any functions/training concerning the Westchester County Police, Con Edison, Liberty Lines, etc.
- Work with Standard Amusements and issue permits for any walkathons, triathlons or any other off season event.
- Involvement with any County contracts that will remain used by Standard Amusements.
- Approve/deny overtime. Will send any requests to Ardsley.
- Direct storm/natural disaster oversight. This includes pictures, reports, material costs, and labor costs. Direct contact for the Department and the EOC.
- Direct contact and contract oversight for the Tiki Bar, Childrens Museum and American Skating and the Ice Casino.
- Involvement with County capital projects.