

Approved 6-26-81

RECREATION FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve supervising the maintenance and operation of the City School District's Ice Dome and adjacent athletic fields. Also involved is responsibility for scheduling activities for the facility and collecting rental payments for its use. The work is performed under the general supervision of both the Administrative Assistant for Management Services and the Director of Athletics. Supervision is exercised over a number of full-time and part-time Custodians and Laborers. The Recreation Facility Manager also does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the maintenance and operation of the Ice Dome in order to promote maximum utilization by the public;

Supervises the maintenance of athletic fields adjacent to the facility;

Trains subordinate maintenance personnel, and schedules and supervises their work;

Schedules and collects rental payment for use by the facility;

Assists in preparing budget requests for Ice Dome operation;

Oversees a preventative maintenance program for maintenance and operating equipment;

Maintains communications with the community in order to develop good public relations and to keep informed as to the recreational needs of the community;

Insures that only authorized persons are admitted at designated times;

Maintains records and prepares required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of management techniques; good knowledge of the principles and practices of public relations; ability to plan, schedule and supervise the work of others; ability to maintain good rapport with the public; ability to maintain records and prepare reports; good knowledge of maintenance and custodial principles and practices; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and at least one year of experience in supervising the operation and maintenance of a sports or recreation facility.