

South Jordan City

Job Description

Title: Recreation Facilities Manager
Org: 230270
Pay Grade: 18

Effective Date: 9/15/2016
FLSA: Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Plan, organize, implement, and supervise operational functions of the Fitness/Aquatic Center. Direct the development of center activities and manage variety of center patron services, monitor general activities of patrons to ensure compliance with Fitness/Aquatic Center rules and regulations. Inspect the facility on a regular basis to ensure that security and equipment are in good operating order, oversee variety of bookkeeping activities, general public events, and schedules equipment and building maintenance and all operational functions of the center. Provide direction and assistance to employees that support all day to day operations of the Fitness/Aquatic Center and its patrons.

SUPERVISOR

Associate Director of Parks & Recreation

POSITION(S) SUPERVISED

Recreation Customer Service Supervisor
Aquatics Assistant
Head Lifeguard
Swim Lesson Instructor
Lifeguard/Swim Lesson Instructor
Lifeguard
Daycare Coordinator
Group Fitness Assistant (PT)

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide leadership by supporting and implementing vision, goals, and objectives for each area of responsibility. Create and implement business plans, where needed.

Oversee daily operations of facility programs including hiring, training, performance management, coaching, and discipline of personnel for the fitness and aquatic center.

Manage and maintain the Fitness Center, Aquatics, and Recreation program budgets. Track expenses and revenues generated by the programs to conduct cost/benefit analysis. Track daily, weekly, monthly, and annual participation figures; implement corrective measure for programing as needed, regularly report program status and provide recommendations for capital improvements and equipment.

Provides for risk management practices, ensures all safety rules, regulations, and procedures are followed; makes sure employees are trained in safety procedures.

Plan and conduct periodic inspections of the aquatics area; observe deficiencies in operation, maintenance, safety practices and conditions; issue both verbal and written reports and recommendations to correct deficiencies when necessary.

Review and inspect the lifesaving equipment and supply requirements; approve purchase requisitions for replenishing lifesaving and first aid supplies and equipment, uniforms and other items needed for the efficient and effective operation of the aquatics program; coordinate records and reports relating to all aquatics activities at assigned facility.

Supervise and conduct water safety and lifeguard certification training programs for aquatics personnel in water rescue and accident prevention techniques, water safety procedures, first aid and CPR.

Supervise and conduct practice drills simulating emergency situations.

Plan, direct, and implement broad and varied aquatics programs of recreational activities, services, and special events to meet the needs of the public.

Explain and interpret public safety rules and regulations, fees and charges and aquatics operational procedures and programs to facility patrons; enforce or refer enforcement to proper authorities.

Direct and perform general custodial duties.

Coordinate the performance of water management tests to ensure water quality at the assigned aquatics facility.

Maintain records required by law and otherwise prudent to document operations.

Record employee work hours, approve and submit time cards, and prepare reports needed to apprise management of facility status and accomplishments.

Assist with coaching the youth swim program and high school program as needed.

Monitor filtration system and other aquatic operating systems of the pool and pool equipment, and make adjustments as necessary with the assistance of the Building Maintenance Worker. Maintain proper pool chemical balance.

Oversee the Race Series and SoJo Marathon. Provide leadership and supervision of all personnel responsible for the success of these programs.

Ensure timely communication with senior management, department staff, other divisions, and employees at large. Conduct regular staff meetings.

Provide vision and strategic planning for supervised departments to increase efficiency and customer service.

Handle patron complaints in a courteous and professional manner.

Work cooperatively with contractual organizations in planning and implementing programs. Maintain knowledge and compliance of contractual obligations with organizations and instructors.

Ensure accurate recording of hourly labor and timely accurate payroll processing.

Monitor compliance with all purchasing policies and procedures.

Ensure the care and maintenance of all physical assets and facilities. Schedule the use of facilities; review and inspect programs and operations for safety hazards and other potential problems.

Train employees to ensure that accurate information is disseminated to the public.

Provide financial and data analysis as needed.

Investigate and resolve complaints or inquiries from employees, patrons, participants and spectators concerning the operations of recreational programs; deal appropriately with confrontational situations.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Bachelor's Degree from a regionally accredited college or university with major course work in recreation management or related field
- AND
- B. Five (5) years' experience working in a related occupation preferably recreation/citizen based; two (2) years' supervisory experience.

2. Special Qualifications:

Valid Utah Class D Driver's License

Three (3) years of directly related aquatics experience

The following certifications must be Current or obtained within three (3) months of employment:

CPR for Professional Rescuer

Advanced First Aid (Title 22)

Lifeguard Training Certification

Water Safety Instructor Training Certification

Lifeguard Certificate

Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO)

Certified Parks and Recreation Professional (CPRP) Preferred

3. Knowledge, Skills, and Abilities:

Knowledge of methods, techniques and procedures in the delivery of the senior programs, common recreational and social needs of various age groups, principles and procedures for implementing and directing community services or recreation activities, principles and practices of program budget monitoring, and principles and practices of assigning and reviewing the work of others.

Knowledge of grant writing and volunteer management.

Knowledge of modern methods, techniques, principles and practices used in the planning, development, and administration of aquatics programs; common recreational and social needs of various age groups and the basic techniques and methods of organizing groups in a recreation/aquatics setting; implementing and supervises aquatic facility activities and the development of programs through community participation.

Skill in teaching techniques of water exercise.

Knowledge of pool maintenance techniques; basic principles and practices of supervision and training; first aid and lifesaving, and of general health and fitness relative to all age groups; knowledge of public relations; basic office practices including record keeping and report writing.

Knowledge of operational procedures of facilities.

Knowledge and experience in planning, prioritizing, and organizing a complex workload.

Excellent public relation and communication skills.

Skill in working with diverse groups, individuals, youth and children, in interpersonal conflict/dispute resolution methods, and organization and implementation of programs and activities in a professional manner.

Ability to operate a personal computer and Microsoft products.

Ability to develop and coordinate a community service or recreation program suited to the needs of the community, plan, organize, coordinate and implement senior programs and events, establish and maintain effective working relationships with those contacted in the course of work.

Ability to analyze, interpret and explain section polices and procedures communicate effectively orally and in writing, train and evaluate contract and temporary personnel, prepare detailed reports and other written material.

Ability to work irregular hours, including nights, weekends, and/or holidays as activities require.

Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments or agencies; ability to follow written and oral instructions; ability to create effective working relationships with employees and the public.

4. Working Conditions:

Non-standard hours, including some weekends and holidays. Shift length may vary, and include split shifts. Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Fitness Center	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1265