

## **Notice of Job Opening**

**Position:** Recreation Facility Manager

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

**Department:** Recreation

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$52,000-78,000 annually  
Commensurate with qualifications and experience

**Schedule:** 37.5 hours/week

**Application Deadline:** **POSTED UNTIL FILLED.**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**  
**Reposted on Monday, March 13, 2023**

## **RECREATION FACILITY MANAGER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under the general direction of the Deputy Commissioner of the Department of Recreation, this is a technical and administrative staff position which entails the overall responsibility for review and development of all new maintenance and preventative programs including maintenance, repair, and building service work at nine recreation structures and grounds. The incumbent in this position is expected to provide technical expertise in regards to maintenance operations as well as to handle the development of contract specifications, bidding and related building/grounds maintenance. The work is performed under general supervision, with leeway allowed for the use of independent judgment in accordance with established policies and procedures. Supervision is exercised over all maintenance staff.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Plans and administers a current and long range program for the operation and maintenance of all structural, mechanical, and building components of the Department of Recreation;
- Plans and administers Facility Reservation program for all structural and building components of the Department of Recreation;
- Directs the maintenance and repairs, cleaning and overall upkeep of buildings and grounds;
- Directs, schedules and supervises assigned staff in the safe and efficient operations maintenance of a Recreation facilities;
- Makes routine inspections of buildings and grounds, thus ensuring the safe, efficient and economical operation of the Recreation facilities;
- Investigates and reports on damage to buildings along with recommendations for repair and prevention;
- Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
- Composes narrative reports concerning progress of maintenance work, future needs and plans, and safety conditions of all buildings and equipment;
- Makes recommendations to administrators on maintenance, construction and repair needs;
- Establishes, directs and supervises the building facilities repair, maintenance and operation program;
- Maintains records of time and material expended, supplies inventory, and projections of workload;
- Maintains records such as specifications, bids, contracts, cost analysis, plans, etc. and prepares periodic reports;
- Administers and inspects the work of outside contractors doing work in connection with maintenance and improvement of buildings and recommends acceptance or rejection;

- Assists in the preparation and justifications of the operations and maintenance budget requirements;
- Enters and retrieves information in various automated information system including a CMMS, RMS, ERP, and Kronos;
- Estimating construction and building service costs, directing installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc.
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current practices involved in the maintenance of modern buildings and grounds;
- Good knowledge of the tools, terminology and practices of the several mechanical and construction trades;
- Ability to establish and maintain efficient working relationships;
- Ability to understand and carry out complex oral and written directions;
- Ability to plan and supervise the work of others;
- Ability to read and interpret mechanical and building plans and specifications;
- Ability to make or obtain cost estimates for building alterations and repairs;
- Dependability;
- Initiative;
- Resourcefulness;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree or higher in operations, business administration or a closely related field and two years of experience in the construction, operation and/or maintenance of buildings, and two years of supervisory experience over building operations staff;

OR

B) Graduation from high school or possession of a high school equivalency diploma and five years of experience in the construction, operation and/or maintenance of buildings and three years of supervisory experience as described in A);

OR

C) An equivalent combination of training and experience as described by the limits of A) and B) above

**SPECIAL REQUIREMENT:** Possession of a valid NYS driver's license at the time of appointment and for the duration of employment.