

RECREATION OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the operational and facility maintenance functions of the Department of Recreation. This individual will be central to the management of several recreational facilities, parks and recreation areas. This position involves professional administrative duties as well as hands on capital facilities management. The incumbent is directly responsible to the Deputy Commissioner and Commissioner of the Department of Recreation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the issuance, use, care and maintenance of recreation facilities and major equipment, including swimming pools and ice rink;
- Supervises construction, repair and maintenance along with Department of General Services staff;
- Coordinates operation, safety and maintenance of all assigned parks and facilities;
- Enforces park ordinances and performs routine inspection of facilities at assigned parks;
- Establishes and implements operational policies and procedures;
- Ensures proper employee training and compliance with the City safety program and departmental safety procedures;
- Ensures that all equipment, materials and work conditions are adequately maintained to prevent accidents;
- Develops and maintains standards for safety, maintenance and sanitation of pools and spray grounds operated by the City;
- Prepares the aquatics budget; manages expenditures; and submits accurate financial reports;
- Maintains an inventory of supplies, materials, equipment and building use;
- Prepares and submits personnel, accident reports and other required records;
- Attends all scheduled staff meetings;
- Represents the Department of safety committees, community agency board and councils that establish cooperative programming with other department and human service organizations;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the facilities management profession;
- Good knowledge of budgetary procedure;
- Good knowledge of personal computers and office equipment;

- Skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to communicate effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to maintain orderly files and to prepare summary reports;
- Ability to deal effectively with the public;
- Ability to read and write;
- Ability to supervise and enforce rules and regulations;
- Ability to communicate effectively with people of various ages and abilities;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Bachelor’s Degree in Facilities Management or a related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree in Facilities Management or a related field and two (2) years of paid, full-time experience in facilities management or a related field; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid, full-time experience in facilities management or a related field; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS

Must be a certified pool operator per the New York State Department of Health standards at time of appointment and for the duration of employment within position.

NOTE:

Incumbent may be required to report to work to serve customers during emergency situations/conditions. May be assigned to report at a different time and location and to perform different duties as necessary. Also, the position may require evening and weekend hours depending on the time of year and demands of the programming schedule.