

Facility Supervisor Bismarck Parks and Recreation District

The Bismarck Parks and Recreation District is accepting applications for a full-time Facility Supervisor for the Capital Ice Complex (Schaumberg and Wachter Arenas) and outdoor pools. This position will provide safe recreational opportunities while enforcing regulations at public indoor ice arenas and outdoor pools. The position is responsible for supervision of the assigned facilities, aiding and assisting individuals and groups utilizing the facilities and programs within the policies, procedures, and guidelines of the Bismarck Park District.

The employee is directly accountable for his or her own actions or inaction. Employee is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

The position requires an Associate's degree in a field related to the job description with two years' experience in a field related to the job description such as facility management, recreation, ice arena or swimming pool operations. Candidate must be able or able to learn to operate an ice resurfacer and other job related equipment. A valid driver's license for the type of vehicle driven and the ability to lift 50 pounds alone or heavier lifting with other employees are also required.

Preferred qualifications include a Bachelor's degree in a field related to the job description and/or additional years of work experience related to the job. Preferred certifications include those related to the job description such as Certified Ice Rink Manager, Certified Ice Technician, Certified Rink Administrator, Certified Pool Operator, Aquatic Facility Operator or any certifications related to the position (ice management, refrigeration, etc.) and/or first aid/CPR/AEDs.

Starting bi-weekly salary range is \$1,575 - \$1,700 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on September 12, 2017 or until filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at www.bisparks.org.

EOE



JOB DESCRIPTION

JOB INFORMATION

Title:	Facility Supervisor
Classification:	Operations IV
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor (s):	Facility Specialist

JOB SUMMARY

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JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

*Denotes essential functions

*** Facility and Equipment Operations**

Perform a variety of tasks that range from skilled to unskilled work.

Maintain equipment and conduct repairs at assigned facilities.

Operation of trucks, tractors, Bobcats, snow removal equipment, ice edgers, light equipment, power hand tools, compressors, ice resurfacers, and pool chemical and mechanical equipment.

Clean assigned facilities, make garbage runs and other laboring type assignments.

Light construction work and carpentry as well as minor repairs to equipment, vehicles, buildings and facilities.

Repair broken equipment, building damage, and potential safety violations, and inform supervisor of the status of tasks.

Preparation of facilities for daily operations.

Assist with ice making and pool operations.

Assist with set up and tear down of equipment for special events at facilities.

Maintain and improve the condition and appearance of facilities, parking lots, and equipment.

*** Supervision**

Work with the Facility Specialist to supervise seasonal maintenance staff within the Park District's personnel policies and procedures.

Train and supervise seasonal staff to handle daily custodial duties and supervision of assigned facilities.

Follow all Park District policies and procedures, including the Human Resource Policy and Procedure Handbook and the Accounting Manual.

*** Inspections and Record Keeping**

Assist in implementing the Risk Management program.

Responsible for safe operation of all equipment and due care and safety in handling chlorine and other chemicals, safe practices on job site, and upkeep of vehicles, tools, and equipment.

*** Other Essential**

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Develop and maintain a positive working relationship among staff, general public and user groups.

Responsible for personal neatness and attire, communicating repair needs and job site neatness.

Capability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.

General cleaning and upkeep of facilities including snow removal, mowing/trimming and other tasks.

Other Duties and Tasks

Responsible to inform supervisor prior to running out of supplies to be ordered as necessary.

Keep current on industry trends for indoor ice arenas and outdoor pools.

Participate in staff development and training opportunities.

Assist individuals and groups as needed within the policies and procedures of the District.

Assist supervisors in developing a schedule of tasks that are to be completed on a regular basis.

Report major repairs or damage to supervisor immediately.

Assist in the evaluation of the work performance of seasonal employees.

Other duties as assigned.

JOB SPECIFICATIONS

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Manager, Certified Ice Technician, Certified Rink Administrator, Certified Pool Operator, Aquatic Facility Operator or any certifications related to the position (ice management, refrigeration, etc.) and/or first aid/CPR/AEDs.

Knowledge of the following: principals, practices, and philosophies of arenas and pools, basic concession operations which would include ordering, stocking, inventory of products and knowledge of office equipment; heating and cooling equipment; and methods for organizing, coordinating, and supervising swimming, hockey, figure skating, and public skating programs.

Knowledge of and ability to help with the maintenance of the pools' mechanical and chemical systems which includes water chemistry, filtration system, backwashing, and vacuuming; knowledge of and ability to operate ice resurfacing equipment, ice edger, floor scrubbers, installing ice sheet with painting and laying of lines and markings set by the national governing bodies specifications as well as reading compressors and the ability to respond to complications that may arise.

Must possess superior planning, organizational and communication skills, effectively communicate verbally and in writing, and experience in performing manual and semi to skilled maintenance which may include mechanical work, welding, compressor/boiler/air handling/refrigeration equipment, pool filtration, chlorination systems, outdoor pool and/or indoor ice arena maintenance.

Ability to lift 50 pounds alone or heavier lifting with other employees and stand for 2-4 hours at one time.

Ability to understand, interpret, and communicate policies, procedures, accepted standards and methods of parks and recreation management; establish and maintain effective working relationships with District personnel, groups, associates, agencies, and individuals; review applications, interview, hire, train, supervise and evaluate staff; direct meetings and training sessions; prioritize and schedule tasks or projects; operate an ice resurfer and other position related equipment and ability to prepare budget recommendations and monitor and control transactions to remain within budget.

Work is primarily indoors during the arena months and both indoors and outdoors during the outdoor swim season and may include working in adverse conditions. Employee is responsible to provide cell phone for work related activities with reimbursement as per District policy and responsible to provide personal vehicle for work with mileage reimbursement at the District's standard rate.

WORKING CONDITIONS

The position will require evenings, weekends and holiday times.

Employee is required to take on-call assignments, to work nights, weekends (requires weekends during the winter and some summer weekends) and/or holidays on a rotating or emergency basis.

Work may involve close supervision.

Designated time off may occur during the week due to evening or weekend activity.

Travel may be required as part of professional involvement and representation of the District.

Office hours are varied with multiple interruptions.

General public contact is extensive.

Requires working with chemicals.

Created August 2017

Employee's Signature

Date

Supervisor's Signature

Date

Supervisor's Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date