

**Facility Specialist
Bismarck Parks and Recreation District**

As the Facility Specialist for the Bismarck Parks and Recreation District (BPRD), you will provide the overall management and supervision of the Fore Seasons Center and Pebble Creek Golf Course in order to provide the highest quality program, facility and event experiences for the residents of Bismarck and its visitors.

To thrive in this position, you must have knowledge of principles, practices and methods of the parks and recreation field; the knowledge of methods for organizing, coordinating and supervising a variety of recreation programs; the ability to manage multiple tasks simultaneously; have a basic knowledge of turf management and golf course standards/operations and be able to pass a background check and drug/alcohol screening.

In order to qualify, candidates must have a bachelor's degree in parks and recreation or a related field with an emphasis in administration, community recreation, or therapeutic recreation with a minimum of one-year full-time work experience or two years' part-time experience related to the position, a valid driver's license for the type of vehicle driven, the ability to lift 30 pounds alone, stand 2-4 hours at one time and be able to assist staff with physical labor as needed. Preferred qualifications include additional education and/or years of experience related to the job and/or related certifications including Golf Course Management, PGA Certification and/or Certified Parks and Recreation Professional.

Starting bi-weekly salary range is \$1,830 - \$1,950 and will include the standard full-time employee benefits of BPRD.

Cover letter, Park District application, and resume must be submitted to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504 by 5:00 pm on November 8, 2021 or until the position is filled.

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

EOE



JOB DESCRIPTION

JOB INFORMATION

Title:	Facility Specialist
Classification:	Supervisory I/Exempt
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):	Golf Operations Manager

JOB SUMMARY

This position will provide safe recreational opportunities while enforcing regulations at a public golf course. 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 Parks and Recreation District (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.

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.

**** ESSENTIAL FUNCTIONS***

***Program and Facility Supervision**

Manage the day to day operation of the Pebble Creek Golf Course and Fore Seasons Center to include budget, staff, maintenance, programming, special events and customer relations.

Work with Pebble Creek Golf Course Superintendent regarding maintenance of the golf course and surrounding facilities.

Responsible for technical support for GHIN system across the District's golf facilities.

Develop positive relationships with individuals and groups utilizing the assigned facilities and programs within the policies, procedures, and guidelines of the District.

Use applicable technology to provide excellent customer service.

Supervise the assigned area including general upkeep and oversight, shoveling of sidewalks and entrances, and general record keeping during facility hours.

Complete tasks given by assigned supervisors.

Responsible for coordinating golf shop operations, including season ticket sales, daily cash receipts, schedules, golf car fleet operations and maintenance schedules, coordination of tournaments and special events, association play and events.

Maintain, purchase, and upkeep of equipment for assigned programs. Prepare and inventory materials, supplies, and equipment needed for program and facility operations.

Coordinate the Junior Golf Program for golf lessons through the District and Dakota Junior Golf Association to maximize facility time with clearly delivered instruction to youth from ages 5-18.

Manage mechanical system to provide static pressure (air support) for the Fore Seasons Golf Dome and heating systems.

***Human Resources**

Hire, train, supervise, schedule and evaluate seasonal employees as assigned with the approval of the assigned manager.

Follow all District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

*** Safety and Risk Management**

Adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Perform regular and on-going safety training of seasonal staff.

***Other Essential**

Follow all Park District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

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

Represent the District in a professional and positive manner. Aid and assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines set by the District.

Recommend and implement changes in programs to meet the needs of the public.

Prepare information for all reports, budgets, fees, schedules and brochures as assigned for areas of responsibility.

Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

Frequent lifting up to 30 pounds or heavier lifting with other employees.

Maintain a valid driver's license for the class of vehicle to be driven.

Maintain certification in first aid and C.P.R.

Represent the District to other groups and meetings as assigned.

Other Duties

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

Keep current on golf industry trends including new technology, rules of golf, teaching strategies, programming and golf course operations management and recommend changes.

Participate in staff development and training opportunities.

Other duties as assigned.

JOB SPECIFICATIONS

Position requires a bachelor's degree in parks and recreation or a related field, with an emphasis in administration, community recreation, or therapeutic recreation with a minimum of one-year full-time work experience or two years' part-time experience related to the position. Position also requires a valid driver's license for the type of vehicle driven, the ability to lift 30 pounds alone or heavier lifting with other employees, ability to stand 2-4 hours at one time and be able to assist staff with physical labor as needed.

Preferred qualifications include additional education and/or years of experience related to the job and/or related certifications including Golf Course Management or PGA Certification, Certified Parks and Recreation Professional, CPR and First Aid.

Knowledge of principles, practices, philosophies, techniques, accepted standards and methods of the parks and recreation field. The knowledge of methods for organizing, coordinating and supervising a variety of recreation programs. The knowledge and ability to manage multiple tasks simultaneously. Basic knowledge of turf management and golf course standards/operations.

Communication skills, problem solving, management, organizational, computer and technology.

Develop and maintain a positive relationship with individuals, user groups, and staff. Adapt and be flexible to the changing needs and desires of users. Must be able to multi-task, be open minded and assist as needed. Communicate policies, procedures, accepted standards and methods of the parks and recreation profession. Ability to set and manage budgets.

Ability to lift up to 30 pounds alone or heavier with other employees, to assist staff with physical labor as needed and the ability to stand for 2-4 hours at one time.

The qualifications listed above are to be considered a guideline. Other combinations of education and experience could prove necessary knowledge, skills, and abilities to perform this job.

WORKING CONDITIONS

Office location will be at the Fore Seasons Center with Fore Seasons staff. Office hours are varied with multiple interruptions and schedule of meetings.

Duties will involve outdoor activity.

Contact with staff and general public is on-going.

Responsible to provide personal vehicle for work with mileage reimbursed at the District's standard rate. Travel may be required as part of professional involvement and representation of the District.

This position will require some evening, weekend and holiday times dependent on meeting and activities schedule.

Revised: October 2021

Employee Signature

Date

Golf Operations Manager Signature

Date

Facilities and Programs Director Signature

Date

Executive Director Signature

Date