



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):	Facilities Manager

JOB SUMMARY

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 Parks and Recreation District (District).

The position will assist in implementing and monitoring policies, procedures, and guidelines within the Facilities and Programs Division as they relate to program administration, public relations, record keeping, programming, personal, purchasing, inventory control, promotion, and budgeting.

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**

*** Personnel**

Assist appropriate staff and/or independently hire seasonal staff with the approval of the assigned supervisor.

Assist or work independently in training, supervising, scheduling, and evaluation of assigned employees for the arenas and outdoor pools.

Responsible to prepare and maintain employee paperwork.

Develop and maintain a positive working relationship with other staff members.

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.

*** Programming and Facility Management**

Assist in planning, supervising, coordinating, and evaluating recreation facilities and programs as assigned.

This position will oversee the daily operations of the outdoor pools under the supervision of the Facilities Manager and along with a Facility Specialist.

Assist the coordination and supervision of various facilities, programs, and events, which will include, but not limited to special events and tournaments, public skating, hockey and figure skating programs, outdoor swimming pools, and other programs and facility management.

Assist in maintaining, purchasing, and upkeep of equipment for assigned facilities and programs.

Prepare inventories and lists of materials, supplies, and equipment needed for quality facility and program operations.

*** Other Essential**

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.

Represent the District in a positive manner.

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

Effectively implement the Park District's risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Other

Assist in developing and distributing manuals, budgets, schedules, reports, fees, news releases, public service announcements, flyers, schedules, reports, related program information and seasonal brochures as assigned.

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

Responsible to attend all meetings within the Facilities and Programs Division and management team as requested in addition to meetings for the arenas and outdoor pools.

Responsible for distribution of information to program staff as assigned in management area.

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

Other duties as assigned.

JOB SPECIFICATIONS

Position requires a Bachelor's degree in the field of parks and recreation administration, community recreation, or related field and one year full-time or two years' part-time experience related to the position, a valid driver's license and the ability to lift 30 pounds alone or heavier lifting with other employees. The position also requires that the employee obtain the following certifications within one year of hire: Certified Pool Operator, Lifeguard, and Water Safety Instructor. Bismarck Parks and Recreation District will assist with these certifications.

Preferred qualifications include any of the following: additional education or work experience related to the job description, or additional job-related certifications including ice rink certifications, Aquatic Facility Operator or Lifeguard Instructor.

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

Knowledge of and ability to operate ice resurfacing equipment, ice edger, floor scrubbers, installing ice sheets with painting and laying of lines and markings set by the national governing bodies specifications, including reading compressors and the ability to respond to complications that may arise.

Knowledge of and ability to help with the maintenance of the pools' mechanical and chemical systems which includes the water chemistry, filtration system, backwashing, and vacuuming. Technology skills – ability to use a computer, send and reply to emails and text messages, knowledge and use of websites and other social media.

Organizational and conflict resolution skills.

Ability to lift a minimum of 30 pounds or heavier lifting with other employees and 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 provide the necessary knowledge, skills, and abilities to perform this job.

WORKING CONDITIONS

Working conditions of the position include an office location at the Capital Ice Complex.

Responsible to provide personal vehicle and cell phone for work with reimbursement at the District's standard rate.

Position will require evenings, weekends and holiday times dependent on activities and meeting schedule.

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

Office hours are varied with multiple interruptions.

Position is considered representative of the District at assigned meetings.

General public contact is extensive.

Requires working with chemicals.

Reviewed March 2023

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

Executive Director Signature

Date