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 outdoor swimming pools and indoor ice arenas 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 swimming pool and ice arena 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 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 Class D driver’s license and the ability to lift 30 pounds alone or heavier lifting with other employees. Preferred qualifications include additional education and/or years of experience related to the job and/or related certifications including Certified Pool Operator, Aquatic Facility Operator, Lifeguard, Water Safety Instructor, Lifeguard Instructor, Certified Ice Rink Manager, Certified Ice Rink Technician Certified Rink Administrator, first aid/CPR certified.

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 December 23, 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): Facilities and Programs Director and 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.
Support or work independently with training, supervising, scheduling, and evaluation of assigned employees for the outdoor pools and arenas.

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 along with another Facility Specialist.

  Assist the coordination and supervision of various facilities, programs, and events, which will include, but not limited to open swimming, lap swimming swim lessons, special events, tournaments, public ice skating and other program and facility management at the outdoor pools and indoor ice arenas.

  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 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.

Work with Red Cross personnel on swimming lesson requirements.

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 Class D driver’s license and the ability to lift 30 pounds alone or heavier lifting with other employees.

Preferred qualifications include any of the following: master’s degree in a field related to the job description, and/or additional work experience in a position related to the job description, and additional job-related certifications such as Certified Pool Operator, Aquatic Facility Operator, Lifeguard, Water Safety Instructor, Lifeguard Instructor, Certified Ice Rink Manager, Certified Ice Rink Technician Certified Rink Administrator, first aid/CPR certified or ability to obtain within 1 year.

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

Ability to lift a minimum of 30 pounds or heavier lifting with other employees and ability to stand for 2-4 hours at a time.

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.
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 this position include a shared office location at Capital Ice Complex.

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

Position will require evening, weekend, and holiday time 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.

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Revised December 2021

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Employee Signature  Date

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Supervisor’s Signature  Date

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Director’s Signature  Date

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Executive Director’s Signature  Date