

Job description

JOB INFORMATION

Title: Facility Specialist (FACSPC)/First/Mid-Level

Classification: Officials and Managers

Salary Range: \$56,000-\$78,100 **Annually**

Salary adjustments are determined annually by the Minot Park Board Commissioners

Benefits: Standard benefits of the Park District are provided

Supervisor(s): Jarrod Olson

Job Description

GENERAL PURPOSE: Plans, coordinates, and manages Cameron Courts and Roosevelt Park Pool and Splash pad operations, activities, and personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the daily operations of the facilities including administration, marketing, facility rental, and building maintenance.
- Develops and administers annual operating budget; monitors and authorizes expenditure. Implementation of established fees and practices as approved by the Minot Park District
- Hires, trains, supervises, and monitors the performance of assigned personnel; ensures staff compliance with departmental policies and procedures.
- Prepares, coordinates, and maintains employee work schedules.

- Oversees marketing functions including advertising facility activities and availability; sells advertising space within the facility.
- Schedules and coordinates facility use for Cameron Courts, Hammond Tennis courts, Roosevelt Pool, and/or Minot Park District programs and non-Minot Park District events.
- Schedule, coordinate, develop, plan, and supervise recreation programs and facilities for all ages as assigned.
- Conducts inspections and ensures the proper cleaning, upkeep, and maintenance of facilities, equipment, and filtration systems.
- Directs, supervises, and participates in building and/or facility maintenance activities.
- Performs daily chemical checks and/or periodic maintenance; troubleshoots and repairs equipment malfunctions.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Attends and participates in various meetings pertaining to facility operations; serves on committees as appointed or assigned.
- Recommend and implement changes in programs to meet the needs of the public and facility.
- Responsible for distribution of facility information to staff and the public
- Serve as a liaison to Minot Public Schools, Minot Tennis Association, Minot Area Pickleball Association, Minot Swim Club and work closely with those user groups of the facilities.
- Participate in workshops, as requested, to include long range planning, methods and materials utilization, operational procedures and policies.
- Provide the information needed to appropriate staff for the development of news releases, public service announcements, flyers, schedules, reports, facility brochures, publications, and related information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in recreation, leisure services, parks and recreation administration, or relevant field with emphasis in facility and program management. Four years' full-time work experience in a related field to the position or equivalent combination of education and experience.

Required Licenses or Certifications or willing/be able to obtain in a timely manner:

- Must possess a valid North Dakota Driver's License
- CPO
- FA/CPR/AED

Required Knowledge of:

- Principles and practices of facility operations and management.
- Regulations and standards governing the maintenance of recreation facilities.
- Equipment and maintenance processes.
- Building maintenance principles, practices, and equipment.
- Marketing and facility rental principles.
- Processes for developing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Directing and overseeing courts and pools operations.
- Ensuring the courts and pools are properly maintained and optimally utilized.
- Marketing courts and pools activities and selling advertising space.
- Meeting with potential customers and coordinating facility usage.
- Supervising and participating in building and courts and pools maintenance functions.
- Developing and administering budgets and monitoring expenditure.
- Supervising, leading, and delegating tasks and authority.
- Communication, organizational, active listening, and proactive planning skills.

Work Environment

- Work environment is in and around Tennis/Pickleball Courts and Pool facilities.
- Work involves operating building maintenance equipment, climbing ladders, and lifting objects weighing up to 80 pounds.

- 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.