

POSITION TITLE: FACILITIES COORDINATOR

DEPARTMENT: PARKS AND RECREATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Director, Parks and Recreation

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Aquatic/Fitness Manager; Fitness Specialist;

Recreation Administrative Assistants;

Maintenance Specialists; temporary maintenance and aquatics staff

DIRECT: 7+ **INDIRECT:** Varies
Seasonal Supervisors

POSITION FUNCTION

This position is responsible for the operations of the Bowling Green Training and Community Center, the City Park Aquatic Complex and for ensuring that park grounds, buildings and sports facilities are properly maintained.

JOB RESPONSIBILITIES

Creates rules, policies, schedules and marketing plans for the community center and aquatic complex

Hires, trains, schedules, supervises and evaluates seasonal, part-time and permanent maintenance, community and aquatic center staff

Supervises aquatic complex operations, personnel and programs in conjunction with the Aquatic/Fitness Manager

Supervises community center operations and personnel and collaborates with the Recreation Coordinator and Natural Resource Coordinator to oversee recreational and educational programs at the community center and aquatics facility

Supervises maintenance personnel and contractors working on parks and recreation property

Oversees the maintenance of all buildings and grounds; may assist with maintenance and construction projects.

Communicates with other City staff members

Contacts, reviews and recommends contractors for hiring and other City departments for work on Parks and Recreation Department property

Specifies and recommends maintenance, aquatic and fitness equipment and supplies

Assists with departmental planning and budgeting

Responsible for cost control and revenue enhancement at the Community Center and Aquatic Complex

Inspects facilities and playgrounds, trains others to do so

May assume responsibilities of the Director of Parks and Recreation in his/her absence

Performs other duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to talk/hear, stand, sit, use hands to finger, handle or feel, climb/balance, reach with hands and arms, and occasionally lift up to 25 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of aquatic and community center staffing and programming in a municipal parks and recreation setting

Knowledge of small engines, carpentry, plumbing, equipment repair and maintenance in a parks and recreation setting

Ability to safely use maintenance tools and equipment

Ability to utilize spreadsheet, database and word processing programs and selected job-related software

Ability to read and understand blueprints, contracts and construction specifications, departmental budgets and technical reports related to the job

Maintain a valid Pool Operator's Certificate, Ohio Driver's License

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to set goals, develop budgets, strategies and schedules and execute them to meet these goals with a minimum of direction

Ability to supervise, plan, organize, train, assign and direct work of staff

Ability to effectively allocate resources and coordinate activities of others to meet objectives

Ability to handle multiple priorities and projects

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to identify problems, recognize symptoms, causes and alternative solutions

Ability to make timely and sound decisions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions/policies and procedure manuals

Ability to perform standard arithmetic, including percentages, decimals, area and volume calculations, dilution factors, and comparative evaluations

Ability to draw accurate conclusions from financial and numerical material

Knowledge of budgetary principals and practices

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities.

Communications Skills

Ability to speak and write effectively, both to individuals and groups

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

Ability to prepare analyses, policies and budgets

Interpersonal Skills

Ability to use tact and discretion

Ability to deal courteously and diplomatically with the general public, staff and volunteers

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates and superiors

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, contractors and vendors

Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to direct the activities of individuals and groups toward accomplishment of meaningful goals

Knowledge of administration and supervision of staff and activities

Ability to clearly assign responsibilities and tasks to others

Ability to monitor progress and encourage creativity while exercising control over the final product

Ability to select and evaluate employees

Ability to instruct and train staff and volunteers

Ability to provide performance feedback and motivate others

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors, and typically involves contact with the general public and employees; activity schedules may be irregular involving night and/or weekend meetings and programs; work may also involve exposure to chemicals and heat/cold.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year College degree; required certifications include Certified Pool Operator and Applicator's License; valid Ohio Driver's license; 3 – 5 years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by City of Bowling Green in February 2005. This position Description was based on a job description completed by the Parks and Recreation Director.