

FACILITIES SPECIALIST

DEPARTMENT : **LEISURE SERVICES**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Under the general direction of the Recreation Services Manager and Recreation Supervisor, assists in management and operation of the Cedar Valley SportsPlex and performs professional and supervisory work including coordinating daily upkeep of all recreation and aquatic facilities. Assists in coordinating the work of interns and seasonal employees.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Inspects facilities and equipment on a regular basis and, with assistance from the City of Waterloo Building Maintenance staff, develops a preventative maintenance program for the SportsPlex and other City recreation and aquatic facilities.
2. Plans work routines and supervises staff involved in set up/tear down of equipment, tournaments, facility rentals and operation.
3. Ensures that employees use proper safety equipment and are trained on related job functions.
4. Recruits, interviews, trains and supervises part time building attendants, seasonal outdoor sports facility maintenance staff and seasonal custodial staff.
5. Oversees custodial functions and related work activities for all areas within the Leisure Services Department.
6. Manages the daily maintenance operations at Leisure Services sports facilities including the Cedar Valley SportsPlex, ball diamonds, tennis center and swimming pools; coordinates work with City Building Maintenance staff and Leisure Services Facilities/Project Manager.

7. Assists in the recruitment, scheduling and supervision of seasonal staff.
8. Orders janitorial supplies and other institutional supplies needed for facilities.
9. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
10. Assists in compiling the annual maintenance budget for applicable facilities and venues.
11. Operates passenger vehicle to perform on-site job duties.
12. Works independently and with others with limited supervision.
13. Performs all duties and activities in accordance with City, Leisure Services and OSHA policies, procedures and safety rules.
14. Attends work regularly at the designated place and time.
15. May act as coach or official if needed.
16. Performs related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of the principles and practices of professional recreation work including the operation of a recreation facility.
2. Ability to assist in coordinating the work of seasonal employees as it relates to

maintenance, programming and special events management.

3. Ability to implement rules, policies, regulations and programs as developed by the Leisure Services Department and the City.
4. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
5. Ability to assist in coordinating and implementing training for seasonal staff.
6. Ability to perform on-site supervision for a variety of programs and special events for all ages and economic levels.
7. Considerable knowledge of safety and liability management as it pertains to recreation facilities.
8. Considerable knowledge of general principles of providing effective customer service.
9. Ability to keep accurate and thorough records.
10. Ability to function with independent judgment and skills to assist in coordinating facility operations for the Recreation Division.
11. Ability to respond to questions, communicate effectively and maintain working relationships with other City employees, supervisors and the public tactfully and in a clear, concise and understandable manner.
12. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in leisure services or closely related field with a minimum of six months experience in administering and scheduling sports programs and events (technical/building mechanicals degree

considered with significant experience administering and scheduling sports programs and events)

OR

High school diploma/GED with a minimum of four years coordinating recreation facility operations

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. Must obtain Certified Pool Operator (CPO)

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation:

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees and the public in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely, visit indoor and outdoor sports and recreation sites and events, physically move to and from various Leisure Services venues, act as coach or official and attend meetings at off-site locations.
3. Sufficient vision and manual dexterity that permits the employee to operate a passenger vehicle and personal computer, act as sports coach or official and perform administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
2. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.

3. If using a City vehicle, must have Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria. A candidate with any of the following will not be allowed to drive a City vehicle: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

4. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

The work schedule for this position will vary with different sports and special events seasons. Required to work evenings, holidays and weekends as needed for sports activities, events and meetings. There will be a one half or one hour unpaid meal break for full shift days. Limited overtime.