

POSITION DESCRIPTION

Class Title: Facility Assistant Supervisor
Department: Recreation
Worker's Comp Group No.: 054
Date: July 2019

GENERAL PURPOSE

Responsible for supervising and enforcing rules/policies for the Community Center, Athletic Fields, Parks and Shelters for the Town of Wytheville Parks & Recreation. Organizes and coordinates proper set-up and take down of multipurpose rooms, athletic equipment, AV equipment, etc. for party rentals and facility events.

Work also includes providing exceptional customer service while monitoring facility users and facility rentals.

SUPERVISION RECEIVED

Receives daily supervision from the Athletic/Facility Supervisor. Works under the supervision of the Director/Assistant Director of Parks and Recreation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Monitor and supervise all areas of the building to ensure participants are following the established rules and policies for the department.

Monitors, enforces rules and polices to participants and spectators at the Community Center, Athletic Fields, Parks & Shelters.

Ensures all rentals have been properly set up for and have been taken down after the rental to include making sure parks/shelters are prepared.

Reports any facility maintenance needs or housekeeping needs to the Parks and Rec Director and/or Public Works/Housekeeping department.

Coordinates with the Athletic/Facility Supervisor the needs for all parks and shelter special events and rental groups.

Maintains harmony among participants and resolves grievances; addresses errors and complaints. Fills out incidents and accident reports as needed.

Supports facility needs to support various tournaments, leagues, open gym play and special events throughout the year.

Empties and disposes of plastic and paper in recycling bins.

Uses a computer to access department software and emails.

Performs related work as required.

PERIPHERAL DUTIES

Other duties as may be assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent, and
- (B) One year of work experience in a related field.

Necessary Knowledge, Skills and Abilities:

(A) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

(B) Ability to perform manual tasks for extended periods of time (may require moderate to heavy lifting at times); Ability to work safely; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

(C) Ability to deal with the public and fellow employees in a pleasing manner using tact and respect; ability to understand and explain guidelines and policies to clients and vendors in writing and verbally

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Computer, calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs including field maintenance equipment; washer and dryer, hand truck/cart, AV equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigations; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: July 2019

Revision History: