This position is responsible for the facility 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**

- Trains, schedules, supervises and evaluates seasonal, part-time and permanent maintenance staff
- Supervises aquatic complex facility operations
- Supervises community center facility operations
- 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
- 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.
**REQUIREMENT SKILLS 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 in Parks & Recreation or related field (A Master’s Degree in related field desirable); required certifications include Certified Pool Operator; must be able to maintain a valid Ohio Driver’s license; 3 – 5 years progressive 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.

Original job description 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.