



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

FACILITIES OPERATIONS SUPERVISOR PARKS AND RECREATION

POSTING DATE: February 5, 2015

RATE OF PAY: \$21.5878/hr

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: February 17, 2015

POSITION STATUS: Limited Service Full Time

CLASSIFICATION GRADE: 16

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the daily management at North Beach Campground and Beach and Leddy Ice Arena. This position is responsible for assisting in the planning, scheduling, organizing, directing and evaluating of daily operations and functions at North Beach Campground, Gate and Beach, as well as supports daily operations within other parks and facilities as necessary. This position is responsible for assisting in the planning, organizing, directing and evaluating daily facility maintenance and operations at Leddy Ice Arena. This position is split between the two operations, predominantly North Beach from April through October and Leddy Ice Arena from November through March.

Essential Job Functions:

- Assist in the scheduling all regular, seasonal and limited personnel in order to cover all needed shifts and special events in accordance with union contract and personnel policy.
- Assist in the seasonal staff training for campground, gate, beach operations, pro shop and public skating personnel, including the use of the point of sales computer systems, MSDS, golf cart tractors, landscaping equipment, skate sharpener, hand tools, materials etc.
- Maintain records of all lifeguard certifications and ensure all lifeguards certifications and trainings are up to date.
- Schedule and prioritize all maintenance and repair work, including but not limited to, routine and preventative maintenance, and special projects.
- Serve as software support for financial accounting, online reservations, facility reservations, social media and software related to facility management.
- Monitor and adjust refrigeration plant and computer control systems as needed.
- Monitor the day-to-day cleanliness, operability and safety of parks and facilities through regular on-site inspections and effective seasonal staff scheduling.
- Monitor beach operations, including but not limited to, inspection and light maintenance of buoys, grounds, lifeguard equipment and shelter.
- Ensure proper posting of beach water quality testing results in public areas.
- Ensure proper collection and disposal of solid waste and recyclables. Implement methods to reduce waste in facilities and grounds.
- Interface with private contractors regarding service calls, preventative maintenance agreements, waste removal, security, etc.
- Assist in the purchase and maintenance of first aid and safety equipment, ensure compliance with OSHA and MSDS. Ensure employee and public safety at all times by implementing crowd control measures and training staff on all emergency procedures assuring facility compliance with all OSHA/BOCA/Municipal safety standards.
- Maintain working records related to Federal, State and local laws, regulations, guidelines and safety standards. Prepare and post all appropriate OSHA/VOSHA reports and submit reports/claims to City's insurance provider.
- Monitor Waterfront Division's fleet of small vehicles, including golf carts and utility vehicles. This includes applying preventative maintenance measures, mid-season tune-ups and post-season repairs and evaluations in order to keep the vehicles operable at all times.
- Supervise special events at North Beach and Leddy Ice Arena, including but not limited to, set-up, breakdown, crowd and traffic control.
- Support the Pro Shop operation, including but not limited to, marketing, inventory management, staffing, accounting, skate rentals and sharpening, etc.
- Assist in the training of the maintenance staff in the operation of Ice Arena equipment, including, but not limited to, ice resurfacer, edger, dehumidifier, compressors, smart drive, computer control systems, cooling tower, sump pumps, and variable speed drive, etc.
- Operate the Ice Arena equipment as necessary.
- Assist staff and perform if necessary general custodial duties including, but not limited to mopping and sweeping floors, cleaning bathroom and locker room facilities, replenishing paper supplies and general cleaning throughout the facility.
- Respond to inquiries regarding facility and park uses, resolve conflicts that arise between users with competing agendas or needs, convey and enforce facility rules, etc. Successful mitigate any user issues that may arise through direct communication and effective customer service methods.
- Ensure proper handling of cash receipts/deposits for campground rentals, ice rentals, point-of-sale transactions, public skating and parking receipts. Conduct end of day cash procedures and deposits in accordance with sales records.
- Assist in various budget tasks, including but not limited to, expenditure control, revenue forecasting, fee increases, monitor overtime, solicit quotes for capital improvements, price parts and supplies, while ensuring that operating budget is kept within expected levels.
- Provide monthly, quarterly and end of season reports to the Waterfront Manager and Recreation Facilities Manager on campground, arena, beach, park and gate operations.
- Maintain a preventative maintenance program on all machinery and equipment.
- Maintain appropriate inventory of supplies for the ice arena, campground office, grounds, gates, restroom facilities and beach house. Provide expense reduction alternatives when relevant.

Qualifications/Basic Job Requirements:

- Associates degree in Recreation Management or closely related field and three years/seasons of experience in the operation of recreation facilities required, with at least one year/season in a supervisory or leadership capacity preferred.
- Previous experience working with the general public in an extensive public interaction environment is preferred.
- Knowledge of and experience with campground and/or arena operations required.

- General knowledge of carpentry, landscaping and small engines preferred.
- Ability to act as an ambassador to all users to ensure safety, enjoyment, and to put forth the vision of the City and the Department.
- Ability to obtain and maintain a valid driver's license required.
- Ability to operate in a Windows based operating environment using word-processing, spreadsheets and database software required.
- Ability to work in and around water required.
- Ability to work in a cold environment required.
- Ability to operate and monitor 2-way radio.
- Ability to communicate effectively both orally and in writing.
- Ability to handle multiple tasks simultaneously, work under pressure, and adhere to schedules required.
- Ability to establish and maintain appropriate relationships with employees, supervisors, customers and concessionaires required.
- Must be able to recruit, train, and supervise professional staff and volunteers.
- Ability to provide professional and courteous customer service.
- Ability to routinely work nights, weekends and holidays.
- Ability to be on call 24 hours a day, seven days a week.
- Ability to manage ever-changing situations quickly and reasonably required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.