



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** Facilities Superintendent
- II. **Organization Unit:** Facilities Division
- III. **General Summary:** Responsible for overseeing, inspecting, managing all gym, tennis, and senior center facilities, along with assigned park facilities, within the department. Responsible for overseeing and working with facility managers in the following areas: review and submit organized reports to Director regarding facility needs, assist with all training of management staff and supervisory staff at facility, ensure that weekly work schedules and event schedules are completed and that all policies are followed, conduct weekly management meetings to ensure facility operations run smoothly.
- IV. **Qualifications:** Four-year college degree preferred, high school graduate required, at least 5 years of management experience in parks and recreation field or similar position, at least 5 years of experience in parks and recreation facility operations preferred, extensive experience in leadership training, customer service, and supervisory skills of both patrons and staff required. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Individuals in this position will work in all environments, handle various unforeseen circumstances, will have extensive work hours on a weekly basis, will experience various after hour calls for service, and will be presented with various situations in which they will have to delegate, multi-task, and coordinate various resources to achieve mission / program / and event accomplishment.
- VI. **Position Wage:** To be determined by County Judge Executive at time of hiring. Medical, dental, and vision insurance are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and will adhere to policies of WCPRD.
- VII. **Employee Classification:** Exempt / Salary
- VIII. **Essential Job Functions:**
1. Conduct weekly manager meetings and review weekly report with assigned managers to ensure smooth operations of facilities assigned, managers should submit weekly report with following information, tasks completed, tasks to complete within coming week, supply / materials needed, equipment / mechanical issues that need to be addressed, personnel-related issues, daily event – special event – tournament questions / concerns or issues.
 2. Complete weekly report and submit to Director via email a summary of these combined reports to cover the general operations at facilities assigned, supply any material needs of facilities assigned, any staffing related issues at facilities assigned, upcoming weekly events, workflow plan per facilities assigned, any special requests or needs for facilities assigned.
 3. Assist with overseeing and working with both new managers and new staff (full time and part time) to ensure that onboarding of new employees and training of employees is completed in an efficient and effective manner (training may include Deputy Payroll System, Rec Desk Reservation System, Safety Training, WCPRD Employee Handbook, WC Personnel Policy Manual, EAP WCPRD Emergency Policies and Procedures, all reports for WCPRD, facility operations, payroll process, opening and closing duties at parks, general maintenance, and customer service training, equipment operation, ensure proper paperwork is submitted to Administrative Office staff, coordinate crossover training and support with Operations Superintendent as needed.
 4. Conduct regular inspections of facilities and create work orders for the management team and keep track of progress – completion time frames. This includes quality control spot checks and inspections.
 5. Review weekly work schedules to ensure proper utilization of employee work hours to accomplish required task along with proper staffing for facility events.
 6. Will assist Director regarding security camera access / review / training / control and review of security system for each facility / park assigned.
 7. Ensure review of management inventory / facility inventory prior to yearly submittal and ensure that monthly checks are ongoing with management team assigned.
 8. Work with Logistics Coordinator and Director regarding ordering all supplies and delivery of supplies requested by managers / facilities / park assigned.
 9. Assist Director with creating and reviewing department policy as needed and helping to ensure that all staff are trained accordingly throughout facilities assigned.
 10. Ensure that weekly inspections of facilities occur and that daily (am, pm, midday, and tournament – special event maintenance) operational checklists are updated and completed by assigned staff.
 11. Conduct weekly payroll reviews and audits with Financial Manager and Administrative Assistant to ensure compliance with all department-related payroll / scheduling processes, etc.
 12. Review / audit timesheets using payroll system to ensure compliance. Submit to Financial Manager and Administrative Assistant for processing.
 13. Assist Director with annual budget allocations for all facilities.
 14. Oversee and validate quarterly inventory procedures. Responsible for quality control before forms are submitted to Administrative Assistant.
 15. Assist the Director with investigating department infractions and implementing corrective actions.
 16. Attend various administrative meetings and assist with training new management staff.
 17. Perform duties as the liaison to leagues assigned by the Director.
 18. Coordinate with election officials the dates/times and equipment required for each election site. Plan and execute election setup/teardown for Warren County.
 19. Manage the Feeding America TEFAP and CSFP programs including all ordering, distribution, and associated administrative duties.
 20. In the absence of the Director, be responsible for carrying out daily operations and administrative actions in accordance with the Director's previous guidance along with the mission and vision statements for the Department.
 21. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
 22. Complete any other duties assigned by the Director of Warren County Parks and Recreation Department.
 23. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees and lead by example through PPCRT policy.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and also fully understand that I may be assigned other work-related duties and responsibilities as directed by Director or Assistant Manager of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date