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JOB DESCRIPTION

Job Title: Facilities Manager

Overtime Exempt:No

Supervisory Role: No

Reports to: Executive Director

Probationary Period: 90 days

Summary:

South Park Recreation Center is seeking a highly motivated Facilities Manager. This role emphasizes oversight over the mechanical and maintenance issues of the recreation center while simultaneously including a lifeguarding element to round out the role. The ideal candidate will be mechanically inclined, possess exceptional organizational abilities and a passion for promoting facility and aquatic safety. As the Facilities Manager, you will be responsible for keeping the facility operating efficiently by repairing any issues that come up, and responding to maintenance requests, including but not limited to basic plumbing, electrical, carpentry, and groundskeeping. On the aquatic side, you will be responsible for maintaining balance of pool chemicals, levels, pool equipment, etc. This in-person position is full time and includes 35-40 hours per week between aquatic/facility maintenance, custodial, mechanical oversight /planning, front desk and lifeguarding.

Key Responsibilities (Including, but not limited to):

Facility and Aquatic Oversight: Maintains a safe and clean aquatic facility by enforcing all safety guidelines, conducting regular inspections, and addressing any maintenance issues promptly.

- Performs regular maintenance tasks to ensure mechanical efficiency as assigned on the MaintainX App
- Maintains a detailed record system by assembling and analyzing data.
- Preparing reports as required, including, but not limited to a preventative maintenance plan for the SPRC facilities and equipment
- Keep and oversee daily records of pool chemistry and sanitation.
- Performing routine maintenance in and around the building.
- Repairing broken or leaking plumbing to avoid water damage and restore full use of water fixtures.
- Performing basic carpentry repairs.
- Applying preventative measures to the building to reduce the risk of future problems.
Fixing potential safety hazards to avoid injuries.
- Maintaining the Skate Park, including but not limited to keeping trash cans from overflowing, picking up trash in and around the park, landscaping as needed, addressing any graffiti or other broken rules.
- Painting the building when old paint has become faded or chipped.
- Tending to the facility's machinery as needed.
- Maintaining cleanliness and organization in and around the facility at all times.
- Maintaining cleanliness and organization in mechanical rooms and work space.
- Proposing repairs to the Director as needed.
- Report to the Director any issues.
- Maintaining clear and open written and verbal communication with co-workers and Director.
- Curate a working relationship and communication with third party vendors.
- Performing miscellaneous job-related duties as assigned by the Executive Director.

Aquatic & Facility Maintenance Duties & Responsibilities

1. Aquatic and Facility Maintenance: All *Key Responsibilities* (listed above)
2. Safety Oversight: Performs all duties and responsibilities of a lifeguard including monitoring the pool area and enforcing rules to ensure safety of patrons; performs water rescues, administers proper first aid and/or CPR, if needed.
3. Staff Management: Assist in hosting regular aquatic staff meetings and training sessions, when needed.
4. Customer Service: Provide excellent customer service to all patrons by addressing inquiries, resolving concerns, and fostering a welcoming and inclusive environment. Solicit feedback from participants to continuously improve the facility and services.
5. Budget Input: Provide budgetary input to the Director related to aquatic and facility ongoing operational, and future planning costs. Impart knowledge and perspective for large scale repairs.
6. Compliance and Reporting: Ensure compliance with all relevant regulations and industry standards, including health codes, safety guidelines, and certifications. Support vendor relationship management as coordinated with the Executive Director.
7. Website and Information Technology: Monitors hardware and software for safety and potential cyber security breaches. Leads the project to create and maintain website ADA compliance through PDF remediation. Monitors southparkrec.org website to assure compliance, accuracy and for any necessary updates, in conjunction with other departments.
8. Professional Development: Stay abreast of industry trends, best practices, and advancements in aquatics/facilities programming and safety. Pursue opportunities for professional development and encourage staff to enhance their skills and certifications.
9. Other miscellaneous job related duties as assigned by the Executive Director.

Qualifications:

- Shallow Water Lifeguard certification from a nationally recognized organization (ie: American Red Cross) is a plus.
- Shallow Water Lifeguard and CPR/First Aid Trainer certification from a nationally recognized organization (ie: American Red Cross) is a plus.
- Certified Pool Operator (CPO) certification or ability to obtain within 3 months of hire date.
- Minimum of 1 year of experience in aquatics/facility maintenance.
- Strong communication, interpersonal, and problem-solving skills.
- Knowledge of aquatic safety practices, emergency procedures, and risk management principles.
- Proficiency in Google Workspace and recreation management software.
- Proficiency in CommonLook and Adobe software for the purpose of website compliance purposes.
- Ability to work flexible hours, including evenings, weekends, and holidays, as needed.
- Ability to pick up shifts when needed.

Other Requirements:

Ability to read, speak, write, hear and understand English effectively to communicate with patrons and employees by telephone, in writing, and face to face.

Ability to visually see persons in need of rescue and to perform water rescue in a timely fashion.

Ability to establish and maintain harmonious working relationships with other employees, officials and the public.

Ability to perform record keeping and mathematics.

Ability to operate basic office equipment, including phone, copy machine, etc.

Possess the intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.

Consent to a background check.

The ability to lift equipment up to 50lbs.

Ability to repetitively bend and stoop to operate equipment and climb ladders and slide towers.

The individual must not pose a threat to the health or safety of other individuals in the facility.

Compensation & Benefits:

Starting hourly wage: \$20-25 depending on experience

Comprehensive benefits package, including health insurance, vision and dental coverage.

Paid Federally Observed Holidays when the holiday is a day the Recreation Center is closed.

Opportunities for professional development.

SPRC Membership for employee and immediate family member(s) living in the same household.

Employee Discount on merchandise and programs

How to Apply:

Interested candidates should submit a resume, cover letter, and list of professional references to Carrie Fabel, Executive Director at carrie@southparkrec.org. Please include "Aquatics/Facility Manager Application" in the subject line.

I, _____ (Employee), have read and understood the above Job Description for Aquatics Coordinator, effective _____, 2024. I have accomplished all minimum requirements and I agree to perform all duties and responsibilities. My starting wage for this position will be \$_____ per hour.

_____ (Employee Signature) _____ (Date)

_____ (Manager Signature) _____ (Date)

Carrie Fabel _____ (Manager Name)