Columbus Parks and Recreation Department

Job Posting

Position Title:	Athletic Facilities Assistant Team Leader
Application Deadline:	November 9, 2016
Status:	Hourly Non-Exempt
2016 Salary Range:	$13.60-$19.42/hour
Department:	Parks and Recreation
Reports to:	Athletic Facilities Supervisor
Supervises:	5 full-time & 3-5 part-time employees

Summary of Functional Responsibilities:

- Supervise and execute all management plans for Athletic Facilities and Hamilton Center Ice Arena.
- Track and inventory all maintenance supplies, materials and equipment.
- Assist in the management of employees in day to day operations.
- Work closely with Athletic Facilities Supervisor on providing support for department programs and community activities.
- Provide input in the evaluation of management plans for all Athletic Facilities and Hamilton Center Ice Arena.

Specific Duties of the Position:

- Supervise, support and follow-up on daily job assignments of 5 full-time employees, 3-5 part-time employees.
- Implement, help to evaluate and continuously improve management plans for Athletic Facilities and Hamilton Center Ice Arena.
- Develop a strong working relationship with other Parks & Recreation staff (Sharing equipment, large projects, etc).
- Implement and assist with the evaluation and continuous improvement of Athletic Facilities and Hamilton Center Ice Arena training programs.
- Supervise daily job assignments.
- Implement and assist with continuous improvement of all Athletic Facilities and Hamilton Center Ice Arena procedures and policies.
- Assist with overall maintenance of Ice at Hamilton Center Ice Arena.
- Review inspection sheets which include all Athletic Facilities and buildings.
- Motivate, lead and evaluate the performance of employees.
- Assist with recruitment, selection and training for vacant positions.
- Share responsibility of running Parks and Recreation monthly safety meetings.
- Inventory all necessary supplies, materials and equipment.
- Assist in managing fertilizer, pesticide and chemical applications.
- Meet regularly with Athletic Facilities Supervisor.
- Assist in managing Athletic Facilities Team during events, projects and emergencies.
- Support snow removal.
- Ability to multi-task.
- Provide the highest quality customer service and facility care.
- Represent the Parks & Recreation Department in a courteous, professional and friendly manner.
- Perform all other duties as assigned.

Education and Experience:

- High school education or equivalent.
- Strong written/oral communication skill and ability to interact with internal and external resources and organizations.
- Two years grounds maintenance experience or turf related work desired.
- Knowledge of HVAC and Ice Plant Operations is preferred.

- Valid Indiana driver's license.
- Certified pesticide applicator or willingness to become certified within 1 year.
- Must have experience in the following areas: Facility management, budget development, maintenance management, sports turf management, maintenance plan development and staff supervision and training.
- General mathematical skills required.
- Experience in operation of various types of equipment.
- Proficient computer skills desired: Word, Excel and Outlook.

Judgment:

- Work is of a high degree of difficulty and complexity and is performed under direction of the Athletic Facilities Supervisor with considerable latitude granted for exercise of independent judgment.

Supervisory Responsibility:

- Manages 5 full-time & 3-5 part-time employees.
- Supervises volunteer labor.

Relationships Responsibility:

- Must be able to work effectively with other Parks and Recreation staff.
- Must be able to work with customers, user groups and independent contractors.

Working Conditions:

- Exposure to more than ordinary conditions such as weather and stress related to pressure situations, work performance and position duties.