Position Title: (HCCIA) Hamilton Community Center & Ice Arena Operations Manager
Application Deadline: September 24, 2019
Status: Full Time Hourly Non-Exempt
2019 Salary Range: $15.46 - $23.19
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 Community 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 the 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 Community 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 Community 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 Community Center & Ice Arena training programs.
- Supervise daily job assignments.
- Implement and assist with continuous improvement of all Athletic Facilities and Hamilton Community Center & Ice Arena procedures and policies.
- Assist with the overall maintenance of Ice at Hamilton Community Center & Ice Arena.
- Motivate, lead and evaluate the performance of employees.
- Assist with recruitment, selection, and training for vacant positions.
- Share the 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 the Athletic Facilities Supervisor.
- Assist in managing the 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 of grounds maintenance experience or turf related work desired.
- Knowledge of HVAC and Ice Plant Operations is preferred.
- Valid Indiana driver’s license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.
- 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 the 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.