Recreation Department

Recreation Facilities Coordinator

Mayor Pamela Bobst

Reports To: Recreation Director  
Salary: D.O.Q.  
Shift: 8:30 A.M. to 4:30 P.M. Monday through Friday  
FLSA Status: Exempt  
Evenings and Weekends may be required

Position Overview:
Under general supervision of the Recreation Director, the Recreation Facilities Coordinator is directly responsible for the successful operation and programming of the Hamilton Ice Arena and ten city parks as well as oversight of the outdoor Municipal Pool (Water Zone). This position works closely with facilities management in ensuring service agreements, general maintenance, etc. are scheduled and are consistent with City policy. The Manager ensures spaces are safe, aesthetically pleasing and meet the needs of the residents. This position may be needed to assist with projects in any and all areas of the Recreation Department. The Recreation Facilities Coordinator is responsible for advanced use of: pool filtration equipment, facilities operating systems, ice rink management equipment (ie: Zamboni). Ability to use hand tools required. The Recreation Facilities Coordinator work environment fluctuates based on season. During the warmer months, the position will spend up to 75% of his/her time outdoor while in the winter, no less than 75% will be spent indoor. The position must be able to work in a fast paced, recreation/office setting as well as in mechanical rooms, filtration rooms, etc.

Duties:

1. Facility Management
   • Responsible for the day-to-day management of the Hamilton Ice Arena & the Outdoor Municipal Pool (Water Zone).
   • Ensure all spaces are safe, free of risk and exceed the expectations of residents/participants.
   • Manage all service contracts, vendor agreements, and contractors related to rink and pool spaces/projects.
   • Oversee all aspects of facility reservations as it relates to the Hamilton Ice Rink (hockey rentals, special events, high school home events, etc.)
   • Assist in making recommendations and general oversight of the Civic Center.
   • Work with facilities management department on large scale projects to ensure standards/protocol are consistent with City procedures.

2. Staff Management
   • Oversee part-time staffing plan with regard to the Hamilton Ice Arena and outdoor summer maintenance crew.
   • Hire, train and evaluate all direct reports (Rink Supervisors, Deck Hands, Park Crew, etc.)
   • Ensure adequate staffing levels are met throughout areas of responsibility.

3. Program Management
   • Manage overall success of learn-to-skate programming and revenue.
• Ensure special event schedule is developed and executed per plan.

4. Program Management
• Assist in special projects related to other areas of the recreation department.
• Assist in park management as it relates to facilities or program management.

* Denotes essential function of the job

Minimum Qualifications:
• Requires a high school diploma or equivalent, bachelor’s degree preferred.
• Strong background in facilities management, pool operations, ice rink oversight required.
• Ability to learn facilities scheduling procedures and software (programs and facility reservations).

Certifications: CPR/AED and First Aid certification (must be acquired within 60 days.)
CPO/AFO (must be acquired within 90 days)
Certified Playground Safety Inspector (preferred)

Position will be posted until filled. Applications may be obtained at
http://s500873721.onlinehome.us/hr_docs/employment_application.pdf
or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through
Friday, 8:30 a.m. to 4:30 p.m. at: Michael T. Greco, Director Human Resources Department City
of Rocky River 21012 Hilliard Boulevard Rocky River, OH 44116

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