



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

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FACILITIES AND SAFETY DIRECTOR **Job Description**

Reports to: Executive Director

Pay Rate/Status: Starting at \$5,000/month (FLSA exempt, salaried)

General statement of duties: Provides management oversight, supervision and direction for MACRD facilities and long-range planning. This includes responsibilities associated with managing the district's aquatics facility, safety programming, and long-range planning for the district in partnership with the Executive Director.

Distinguishing features of the class: The Facilities and Safety Director oversees, plans, coordinates and manages all aspects of facility maintenance and capital planning for the district. Supervision is provided to custodial staff, facility coordinator, and contractors hired to work in the facility. Work is performed in partnership with the Executive Director.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Administers, develops, plans, directs, and manages the facilities and operations of the MACRD consistent and in cooperation with the Executive Director.
- Continuously monitors and evaluates the efficiency and effectiveness of maintenance and safety procedures and identifies opportunities for improvement.
- Establishes and maintains the maintenance and capital plans for the district.
- Identify, schedule, and complete routine maintenance work, including coordination of contractors (if required). Identify and coordinate scheduling and performance of major mechanical repair or renovations, including work done by outside contractors and suppliers.
- Develops and updates operating procedures to ensure efficient operations.
- Provides leadership for conveying and monitoring safety goals and procedures.
- Seeks out, develops, and fosters partnerships to help further the mission and direction on the district.
- Implements risk management and safety standards and procedures for all staff and customers.
- Ensures that the quality and quantity of work meets district safety and service standards.
- District trainer for Occupational Safety and Health Administration's standards
- Maintain appropriate staff training and technical operations records required by regulatory and licensing agencies; maintain hazardous materials safety books;

maintains inventories of materials and supplies related to technical operations and mechanical maintenance.

- Develop specifications for major purchases and projects; make recommendations and participate in making decisions and establishing priorities with the executive director.
- Participates as a part of the MACRD's Executive team to establish overall mission and direction of the district.
- Works with executive director to establish overall district priorities, goals and objectives for the MACRD
- Actively promotes and supports diversity in the workplace through staffing, promotions, training, and career development. Models and respects diversity in the workplace.
- Implements established District personnel policies and procedures.
- Communicate actively, openly, and effectively with all staff. Participate in making decisions with Program Managers, supervisors, and other staff concerning general facility goals, directions, and operations.
- Work to maximize safe conditions at facilities and programs. Monitor operational activities and technical procedures to emphasize safe, proper, and professional staff performance. Assess environment for risks and corrects potentially hazardous conditions. Coordinate work-related employee incidents and patron incidents where appropriate.
- Oversees and directs facility-related staffing, vendors and contractors.
- Serves as shift supervisor/Manager on Duty at the aquatic facility and may be asked to assist with lifeguarding and/or deck supervision as needed.
- Acts as Mandatory reporter; reports incidents of child abuse/neglect.
- Maintains and cares for program facilities, equipment, and supplies.
- Oversees ongoing facility operations, maintenance, and janitorial programs, and recommends larger maintenance and improvement projects.
- Serves on various community and professional committees and boards.
- Develops and manages the facilities and capital budgets with the support of the executive director.
- Provide weekend and evening, on-call leadership and operation coverage and direction as needed and assigned.
- Performs other job-related duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: Thorough knowledge of management techniques, principles, and practices related to recreation and aquatics activities; principles and practices of project management; state and federal regulations and laws pertaining to areas of responsibility, including public budgeting and contracting.

Skills: Effective written and oral communication skills; intermediate skills using Microsoft Office Suite, and advanced skills using

Abilities: Excellent leadership and decision-making skills. Strong interpersonal skills

with the ability to work with people from diverse backgrounds. Analyze problems and utilize creativity in problem solving. Develop, evaluate and implement policies and procedures; plan and direct the activities of subordinate employees; interpret and apply laws and regulations pertaining to areas of responsibility; formulate goals, objectives, and programs to address the needs/concerns of the public and/or district employees; establish and maintain an effective working relationship with other employees, department managers, outside agencies, the Board of Directors and the general public; prepare clear and concise reports.

Experience and training: Bachelor's degree in recreation, management, business or a related field and 3-5 years prior management experience, recreation or aquatic management experience preferred. Strong personnel management skills and at least 3 years fiscal management oversight required.

Certifications: Certified Pool Operator or Aquatic Facilities Operator certifications or equivalencies and American Red Cross First Aid and CPR and AED required. American Red Cross Lifeguard and First Aid/AED certification, preferred. Certifications that are not current must be received shortly after hiring.

KEY ATTRIBUTES:

1. **LEADING OTHERS:** The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

- Inspires others with a compelling vision.
- Empowers others to accomplish common goals.
- Represents a positive, motivational example for others to emulate in becoming leaders.
- Supports others through providing clarity, direction, organization, and purpose.

2. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- Independently pursues business objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.
- Minimizes workflow disruptions and time wasters to complete high quality work within a specified time frame.

3. **DIPLOMACY AND TACT:** The ability to treat others fairly, regardless of personal biases or beliefs.

- Maintains positive relationships with others through treating them fairly.
- Demonstrates respect for others.
- Understands and values differences between people.
- Respects diversity in race, national origin, religion, gender, lifestyle, age and disability.

4. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.

- Initiates and develops business relationships in positive ways.
- Successfully works with a wide range of people at varying levels of organizations.
- Communicates with others in ways that are clear and concise.

- Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience, and education levels.

5. **TEAMWORK:** The ability to cooperate with others to meet objectives.

- Discards personal agenda to cooperate with other team members in meeting objectives.
- Contributes positively and productively to team projects.
- Builds and sustains a trust relationship with each member of the team.
- Supports other team members and team decisions.

6. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.

- Maintains focus on goals.
- Identifies and acts on removing potential obstacles to successful goal attainment.
- Implements thorough and effective plans and applies appropriate resources to produce desired results.
- Follow through on all commitments to achieve results.

7. **PROBLEM SOLVING:** The ability to identify key components of a problem to formulate a solution or solutions.

- Analyzes all data relative to a problem.
- Divides complex issues into simpler components in order to achieve clarity.
- Selects the best options available to solve specific problems.
- Applies all relevant resources to implement suitable solutions.

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events. Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Experience and Training: A bachelor's degree or certification in a relevant field preferred. Four-six years of experience operating swimming pools or equivalent technical operations experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above-described duties.

Necessary Special Requirements: Certified Pool Operator or Aquatic Facilities Operator certifications or equivalencies and American Red Cross First Aid and CPR and AED required.

American Red Cross Lifeguard and First Aid/AED certification, preferred. Certifications that are not current must be received shortly after hiring.

Necessary Special Requirements: Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

ADDITIONAL INFORMATION:

Hours/Shift: Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed including weather related schedule adjustment.

Equal Opportunity Employer

Other duties

Lead CPO

Safety Committee Chair

Support recreation programs

Lifeguard and Lifeguard Instructor