

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT**

INFORMAL POSITION DESCRIPTION

Title: **Assistant Facility Manager**

Minimum Age: Must be at least 18 years old to apply.

Pay Range: Starting at \$12.40 per hour

Illustration of Duties & Responsibilities:

1. Responsible for the overall management of the aquatic facility; including supervision of all seasonal facility staff, management and care of deck equipment, management and care of all equipment, cleanliness of areas including deck area, concessions and admissions; cleanliness and orderliness of facility entrance, bathhouses and sand volleyball/play area, and providing excellent customer service at all times.
2. Under the guidance of the Aquatic Facility Manager, create a program for staff training for all positions, and conduct in-service training for Cashiers and Attendant staff a minimum of once every month.
3. Ensures that staff is knowledgeable and prepared to effectively implement and enforce all facility rules and regulations.
4. Effectively manages staff while on duty and maintains efficient staffing levels at all times. Uses fairness, equality and prudent judgment when reducing staffing levels during the operations of the Aquatic Center.
5. Works with the Aquatic Facility Manager to address employee behavior issues in a timely manner. Assists with conducting lifeguard training.
6. Assists Aquatic Facility Manager in planning, conducting, and evaluating weekly lifeguard in-service trainings.
7. Responsible for maintaining current Adult, Child, and Infant CPR Certification, as well as current First Aid and A.E.D. Certifications. May be required to successfully complete Jeff Ellis and Associates International Lifeguard Training Program Instructor course.
8. Performs facility safety inspections as part of the opening and/or closing duties to the facility. Check bottom of pool when closing in evening and/or opening in the morning.

9. Responsible for maintaining safe and appropriate crowd levels within the facility.
10. Responsible for becoming knowledgeable on the operations of the software database and generating reports to extract pertinent information for monthly reporting requirements.
11. Responsible for becoming knowledgeable on the operations of food preparation equipment, proper handling, cleaning and storage of equipment, including Health Department requirements.
12. Oversees the management of the facility rental and group rate program; including answering rental inquiries, preparing invoices, tracking payments, and scheduling group uses. Responsible for managing the appropriateness, cleanliness and upkeep of all admissions area sign inventory, including the booth windows, the facility entrance sign on Heincke Rd., and the marquee on the corner.
13. Maintains adequate levels of supplies, and ensures that all products are on-hand at all times.
14. Performs area inspections as part of the opening and/or closing duties to the concessions area. Informs Aquatic Facility Manager of hazardous areas and repairs needed in a timely manner.
15. Performs hourly water chemical tests and records as required. Records required equipment readings in proper locations in a timely manner.
16. Assigns opening and closing duties to Lifeguard and Facility Attendant staff. Creates Lifeguard and Facility Attendant rotation upon opening of facility in the morning.
17. Checks the proper maintenance of the lifeguard equipment, and records as required.
18. Continually emphasizes quality customer service. This includes staff/customer interaction, and the cleanliness of the Aquatic Center and its surrounding grounds.
19. Performs mid-season and end-of-season employee performance appraisals and conducts one-on-one meetings with staff to verbally present appraisals.
20. Schedules staff on a monthly basis. Schedules are to be submitted to the Aquatic Facility Manager for approval a minimum of two weeks prior to the start of each month.

21. Assists in the Emergency Action System (EAS). Assists in conducting special events.