

Seasonal Operations Supervisor Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Supervises the daily operations of revenue generating facilities; works under the Parks Operations Manager but is expected to work under own initiative; performs related duties as required.

STATEMENT OF TASKS:

Supervises seasonal employees.

Serves as liaison to various individuals or groups as assigned.

Handles large sums of money.

Coordinates with maintenance supervisors as necessary to ensure proper maintenance of revenue generating facilities.

Ensure Park visitors comply with all applicable park rules and regulations.

Develops and maintains systems to handle customer relation issues.

Oversees training of subordinate employees in park operations procedures.

Maintains good public relations with park visitors and disseminates information about facilities, park activities, and related park programs.

Assists the Parks Operations Manager with development of assigned facilities.

Assists the Parks Operations Manager with special events and facility programming.

Assists the Parks Operations Manager with tentative budgets, cost estimates, and associated documents for assigned facilities.

Supervises the preparation of all necessary reports and records generated by assigned facilities.

Supervises the hiring, scheduling, and training of assigned revenue generating facilities.

<p>The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.</p>
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to supervise and direct subordinate employees.

Ability to prepare and present complex oral and written reports.

Ability to assess and respond to emergency situations.

Ability to communicate clearly and effectively both orally and in writing.

Ability to use a computer and associated software.

Ability to attend work regularly and work under stressful conditions.

Thorough knowledge of park rules, policies, and procedures.

Knowledge of parks and recreation functions and activities.

Knowledge of concession and retail operations, inventory and cash control.

MINIMUM QUALIFICATIONS:

Ability to read and write and being physically able to perform the work.

Possession of a valid driver's license.

Five (5) years' experience in operations management, facilities management, retail management or customer relations.

SPECIAL REQUIREMENTS:

Must be willing to work weekends, holidays, and irregular hours.

Will be required to wear a prescribed work uniform.

Certification in first aid and CPR.

Must be courteous in dealing with the general public, concessionaires, and staff.

Applicant will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only. Two {2} uniform shirts will be provided.