



**NOVEMBER 2015
FLSA: NON-EXEMPT**

ASSISTANT FACILITY COORDINATOR

DEFINITION

Under general supervision, oversee and enforce facility usage rules, regulations and safety requirements; prepare, service and maintain County operated sports facilities and related equipment for scheduled events; to coordinate work with other professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. May supervise and provide training to staff and volunteers.

CLASS CHARACTERISTICS

This journey-level class requires a working knowledge of general operations involving recreation facilities and knowledge of youth and adult sports programs. Incumbents work with some independence while working in close cooperation with other staff. Incumbents assist with the oversight and coordination of daily use of recreational facilities while working within established safety and facility usage rules and regulations. This class is distinguished from the Recreation Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in coordinating and overseeing the use of County recreations facilities as assigned; recommends the cancellation of scheduled events as appropriate.
- Enforces all rules, regulations and safety requirements governing facility usage.
- Secures facilities at appropriate times of the day.
- Completes and submits accident and incident reports.
- Monitors the condition of facilities and equipment before, during and after events to determine maintenance needs to ensure participant and staff safety.
- Assists in preparing and maintaining a variety of records and reports regarding field usage, activities, services and related information.
- Collects various fees and records billing information.
- Prepares athletic fields according to specifications as directed and in accordance with scheduled programs and events.
- Picks up trash and debris, cleans and maintains public restrooms.
- Ensures the safety of the public and staff at all times by inspecting, patrolling, monitoring, and instructing on the safe use of program facilities, equipment, and supplies; maintains a safe, clean, and tidy environment; reports unsafe conditions or illegal activities.

- Operates small trucks, mowers, tractors, weed eaters, hand and power tools, water quality testing instruments, cleaning tools and equipment, chemicals, etc., in the performance of assigned work.
- Receives and responds to inquiries, concerns and complaints in areas of responsibility.
- Performs general administrative/ clerical work as required, including but not limited to preparing reports and correspondence, establishing and maintaining records, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.
- Attends meetings, training, seminars, etc., as necessary to enhance job knowledge and skills.
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- General methods, materials and practices associated with the use and maintenance of sports facilities and irrigation systems.
- Athletic field dimensions and basic field preparation methods.
- Operation and maintenance requirements of assigned vehicles and equipment.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for maintaining a variety of recreation and leisure activities and programs.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area and facilities to which assigned.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Principles and practices of basic public relations techniques.
- Proper report writing and records maintenance techniques.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Basic mathematics.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the County in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public and County staff.

Ability to:

- Coordinate recreational facility usage.
- Effectively enforce facility rules, regulations and safety requirements.
- Perform semi-skilled and unskilled work in the maintenance and repair of recreational facilities and grounds using proper safety methods.
- Diagnose equipment malfunctions and initiate maintenance, repair or replacement as appropriate.
- Establish, work with, provide and maintain effective working relationships with those contacted in the course of work.
- Handle rescues, medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate and care for a variety of light equipment, vehicles and tools in a safe and effective manner.
- Understand and follow oral and written direction.
- Perform required mathematical computations with accuracy.
- Maintain accurate logs, records, and basic written records of work performed.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to a twelfth (12th) grade education. Knowledge of, or participation in, sports is highly desirable.

Licenses and Certifications:

- Possession of a California driver's license and a satisfactory driving record.
- Possession, or ability to obtain, CPR / First Aid / AED certification within one hundred twenty (120) days of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools, and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.