



## Catskill Recreation Center Job Description

**Position Title: Facility Manager**

**Position Type:** Full Time Hourly

**POSITION SUMMARY:**

Under the supervision of the Executive Director, this position is responsible for the supervision and management of all facets of maintenance as assigned at the Catskill Recreation Center.

**ESSENTIAL RESPONSIBILITIES/PRINCIPLE ACTIVITIES:**

1. Supervise Custodial staff. This consists of assigning schedules and overseeing professional development - including disciplinary action.
2. Ensure all areas are clean and free of dangerous hazards – take appropriate action if not.
3. Perform lawn maintenance duties in the summer and upkeep of snow removal in the winter.
4. Work with the executive Director and Business Manager to build and maintain appropriate budget for facility needs, products, and services. Adhere to said budget.
5. Ensure all program areas meet all health and safety standards including a clean environment, appropriate air temperature, equipment upkeep, and routine inspection of said areas and equipment. Advise supervisor of safety and repair needs and concerns immediately if unable to directly address.
6. Hire, train, supervise, and evaluate all custodial staff and contractors. Ensure that all staff have appropriate and updated certifications and/or proof of insurance on file.
7. Scheduling, performing, and other administrative tasks directly associated with facility and grounds upkeep. This includes, but is not limited to, evaluating and accepting bids in regard to landscaping and snow removal.
8. Meet all health and safety regulations set forth by Federal, State, and Local laws (i.e. Department of Health regulations).
9. Play a key role in updating the building Emergency Action Plan and building safety.
10. Maintain records and follow reporting procedures for pool maintenance and chemical upkeep.
11. Maintain a professional image and manner consistent with the CRC mission and goals.
12. Attend all staff functions, including Key Staff meetings.
13. Assist in other program areas as needed and as time permits, keeping in mind that Maintenance is still the primary area of responsibility.

14. Engage in active listening with members in order to build relationships, understand each individual's goals and interests and take the initiative to assist in the achievement of those goals.
15. Fulfill Manager on Duty shifts as assigned.
16. All other duties as assigned or needed.

**PHYSICAL DEMANDS:**

- ◆ Physically and verbally able to interact with members and staff.
- ◆ At times, be able to lift up to 50 lbs.

**WORK ENVIRONMENT:**

- ◆ The noise level in the work environment is usually moderate.
- ◆ Some weekend and evening work is expected, with the flexibility needed to be available if needed for early mornings, evenings, weekends, and holidays.
- ◆ Travel will be necessary when attending trainings or meetings.

**MUST HAVE THE ABILITY TO ACQUIRE TRAINING/CERTIFICATIONS IN THESE AREAS:**

- ◆ CPR and First Aid
- ◆ Certified Pool Operator Certification
- ◆ Lifeguarding