City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Recreation Facility Supervisor</th>
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<tbody>
<tr>
<td>Job Code: RFSP</td>
<td>Job Family:</td>
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<tr>
<td>Pay Grade: 17</td>
<td>Date Revised: 12/14/2020</td>
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<td>FLSA Status: Exempt</td>
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**General Summary:** This position is responsible for the planning, development, care and administration of the city recreation facilities.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assigns, supervises, and inspects work of facility maintenance workers and office workers.
- Demonstrates and oversees the safe operation and maintenance of all machinery and equipment.
- Trains and demonstrates to division employees, the safe and proper operation of all machinery and equipment used by the employees.
- Inspects equipment and facilities to determine maintenance needs and safety hazards.
- Maintains various records and information and compiles related reports.
- Prepares estimate of maintenance impacts due to recreation facility improvements.
- Investigates and resolves citizen complaints.
- Assists with budget preparation.
- Maintains knowledge of park and cemetery maintenance, including horticulture, arboriculture and traffic laws and safety procedures.
- Manages up to six full time and twenty seasonal employees.
- Directs, coordinates, and evaluates the unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Acts as Project manager of CIP projects.

**Qualifications:**

**Education and/or Experience:**

High school diploma or general education degree (GED) and five years related experience and/or training, including three years of supervisory experience. Bachelors degree in recreation or related field preferred.

**Certificates, Licenses, Registrations:**

Must possess a Certified Pool Operator (CPO) Certificate or obtain within 3 months of employment. Must possess a Certified Ice Technician (CIT) certificate or obtain within 5 years of employment.
Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; extreme cold; extreme heat and vibration. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.