

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Recreation Facility Superintendent	Reports To:	Recreation Manager
Salary Range:	<a href="#">B95</a>	Approved by Board of Directors:	07/22/2020
FLSA Status:	Exempt	Unit:	<a href="#">Supervisor</a>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p>			

### **Definition**

To plan, organize, direct and supervise activities of the recreation division and the operation and maintenance of recreation facilities within the Recreation Department; to coordinate activities with other divisions or departments; and to perform a variety of technical tasks relative to assigned area of responsibility; and provide highly complex staff assistance to the Recreation Manager.

### **Supervision Received and Exercised**

Receives general direction from the Recreation Manager.

Exercises direct supervision over assigned recreation personnel.

### **Essential Functions Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for campground and facilities maintenance, and/or recreation maintenance activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of recreation staff.
3. Evaluate operations and activities of assigned facilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Supervise activities related to the construction, maintenance, plumbing and replacement, and repair of recreation buildings, facilities and campgrounds.
7. Supervise and assist in maintenance and repair activities of campground and facilities maintenance and repair; ensure safe operation of all facility water systems, investigating and correcting hazards dangerous to the public.
8. Provide tailgate safety training and meetings for all recreation staff, including temporary staff.
9. Attend and participate in professional outside groups, committees and organizations.

10. Patrol and monitor recreation facilities; enforce park rules and regulations, as required; respond to visitors' questions or concerns.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; conduct campsite evictions as required; coordinate activities with other departments, contractors or agencies pertaining to the maintenance of District facilities.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Operations, services, and activities related to Recreation and District facilities.
- Principles and practices associated with the construction, maintenance and repair buildings and recreation facilities.
- Equipment, tools and materials used in the construction, installation, maintenance, and repair buildings, and recreation facilities.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of research analysis and management.
- Principles and practices of safety management.
- Principles and practices of effective customer service.
- Pertinent local, State and Federal laws, ordinances and rules.

#### **Ability to:**

- Organize, implement and direct a variety of construction and maintenance operations/activities.
- Perform complex duties as required to maintain or repair District water conveyance systems, facilities and structures on campgrounds.
- Interpret and explain pertinent department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Respond to after hour emergency situations.

#### **Responsibility to:**

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of increasingly responsible experience in water system delivery, maintenance and construction, and grounds maintenance; including two years of supervisory responsibility.

Education:

Equivalent to the completion of the twelfth grade. An Associate's degree is highly desirable.

License and Certificate:

Possession of a valid California driver's license.

Possession of a valid California Department of Public Health Water Distribution Operators Certificate, Grade 3 (D3).

**Working Conditions**

Environmental Conditions:

Work is performed in a campground environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles and noises; at time work is performed in a temperature controlled office subject to typical office noise. Duties may be performed on slippery and uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.