

The Maryland-National Capital Park and Planning Commission

TITLE: Recreation/Enterprise Facility Management Technician
SERIES: Park & Recreation Management Series

GRADE: F CODE: 3470
DATE: 2/22/2000
FLSA: Non-Exempt

Class Definition

Under general supervision, performs professional recreation work by assisting in the management of a park or recreational facility. Performs a variety of routine work assignments in any area of program planning, facility management, or administration which may be under the supervision of a Recreation/Enterprise Facility Manager II. Performs other related duties to support programs and operations as assigned.

Essential Job Functions:

1. Assists in facility management. Participates in planning, organizing, and supervising cultural, interpretive, historical, rental or recreational facility program activities such as classes, tours, tournaments, special events. May operate a snack bar and pro shop or other minor (secondary) facility operation. Monitors program participation and facility usage.
2. Assists in marketing programs and activities. Participates in writing articles, newsletters, flyers, and ads. Prepares posters, signs, calendars, and other graphics. Circulates promotional materials to individuals, groups, and news media.
3. Inspects facility and determines maintenance needs. Performs routine maintenance and repairs on facility. Participates in establishing and implementing operational goals, objectives, and procedures (e.g., building security, safety, hours). Reports and assists in investigation of accidents, fires, and crimes. Monitors building utility systems to ensure proper operation.
4. Selects and trains contract and volunteer staff for facility programs. Participates in planning and scheduling work assignments of designated employees. Leads workers in assignments, evaluates work performed, and counsels employees.
5. Researches purchase of recreational, art, and interpretive supplies and equipment. Writes purchase requisitions and submits to supervisor for approval. Maintains records related to revenue operations. Participates in budget preparation and control.
6. Monitors and maintains a variety of administrative records of the facility such as inventory of supplies, equipment, memberships, time cards, rentals, facility maintenance, and attendance. Prepares administrative records and reports.

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Essential Job Functions: (cont.)

7. Greets visitors and answers questions. Explains rules, memberships, and operations. Accepts reservations and registrations for programs. Collects fees from patrons; conducts interpretation tours.

Important Worker Characteristics:

Knowledge of: (1) leisure services; (2) recreation; (3) business administration; (4) area of specialty (e.g., sports, arts, historic interpretation, aquatics); (5) social and cultural programs; (6) M-NCPPC policies and procedures;* (7) safety and health regulations; (8) equal employment opportunity and Merit System principles*; (9) supervision;* (10) CPR and First Aid; and (11) marketing and public relations techniques.*

Skill in operation of: (1) office (including audio visual) equipment; (2) motor vehicle; (3) personal computer including applicable software; and (4) recreation equipment.

Ability to: (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) prepare routine reports and correspondence; (4) make effective oral presentations; (5) communicate effectively orally and in writing; (6) organize work efficiently; (7) provide courteous service; and (8) prepare and market promotional materials.

*Developed primarily after employment in this job class.

Minimum Qualifications:

1. Bachelors degree or four years experience in one of the following fields: parks, recreation, education, business administration, physical education, communication, leisure services, or in area of required specialty; or
2. An equivalent combination of education and experience; and
3. A valid driver's license or ability to acquire one.
4. A valid operating license (e.g., county pool operator's license, child care license) as appropriate.

Working Conditions:

Works in an assigned facility which may operate seven days per week. Works extended hours, evenings, weekends, and holidays. Responds to emergency situations as required. Requires regular contact with the general public. Responds to citizens' complaints. On-call 24 hours. Attends meetings and programs at various facilities.