

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone:
2. Class Title (i.e. payroll title):
Recreation Services Coordinator
3. Working Title (if any):
Parks Weekend Supervisor
4. Name & Class of First-Line Supervisor:
Claire Oleksiak, Parks Community Services Manager
Work Phone: 243-0187
5. Department, Division & Section:
Public Works, Parks
6. Work Address:
1402 Wingra Creek Parkway
7. Hours/Week: 40
Start time: Varies End time: Varies
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is a responsible supervisory position organizing, directing, monitoring and evaluating numerous aspects and activities of the Parks department. Position serves as the direct supervisor for the parks Ranger and Aquatics programs which includes the Goodman Pool, public beaches and splash parks. Additionally this position serves as the primary point of contact for police, fire, 911 call center, park patrons and all represented park employees working weekends, holidays and evenings. As such this positions primary work schedule will include shifts from Friday thru Monday including holidays. Position will be the manager on duty at all times during days of scheduled work. Position will frequently oversee volunteer activities as well as aspects of community services division and parks special events. Additionally this position facilitates successful shelter rental experiences for renters and has frequent interaction with park patrons promoting the parks and providing on site customer service. Winter duties include working with "Adopt Ice" groups, checking ice rinks and snow routes for maintenance issues and facilitating effective and efficient operations of winter concessions. Aquatics duties include hiring, training and supervision of numerous seasonal staff working in a variety of roles as well as managing Aquatics budget and concession operation.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

60% A. Supervise Ranger & Aquatics Program

1. Schedule permanent and part time staff to ensure safe coverage
2. Timecards \ payroll entry for permanent and part time staff
3. Track and monitor Ranger and Aquatics program budget
4. Monitor ranger and Aquatic staff assuring effective and efficient work product
5. Participate in the hiring, training and discipline of permanent and part time personnel
6. Prepare and \ or maintain routine operational reports, records, and statistics as required
7. Review Citations and manage customer issues
8. Make recommendations and implement improvements of the program under your supervision to include increased safety of staff and patrons, improved efficiencies and patron experiences

15% B. Supervise off hours operations

1. Oversee full time and seasonal employees assigned to weekends
2. Monitor and inspect weekend operations and maintenance activities
3. Serve as manager on duty for all scheduled days of work, responding to situations that occur outside of regular working hours.
4. Exercise independent judgment to handle situations, including emergencies, as they change or occur including reassigning or calling in staff as required
5. Primary point of contact to manage weekend customer service issues
6. Oversee numerous weekend volunteer events, coordinating the needed equipment and or volunteer activity as appropriate.
7. Work with Community Services staff, special event organizers and all types of facility renters exercising sound judgment to handle complaints and requests providing excellent and timely customer service.
8. Other duties as assigned.

15% C. Winter Operations

1. Facilitate successful winter concessions
2. Inventory concession supplies
3. Assure proper cash handling procedures are followed by concession staff
4. Supervise weekend work including plowing and snow removal efforts from sidewalks, bike paths, State St concourse, ice rinks and cross country trail grooming
5. Asses ice conditions and exercise sound judgment on safety conditions at all City rinks including Adopt Ice rinks.
6. Other duties as assigned.

10% D. Dog Park and Disc Golf Operations

1. Schedule proper ranger coverage
2. Track and monitor Dog Park fund and Disc Golf Fund expenditures
3. Track supply usage, ordering as needed
4. Coordinate repair \ maintenance needs with section supervisors and Park Planning
5. Interact with park patrons and related friends groups

12. Primary knowledge, skills and abilities required:

Working knowledge of the principles, techniques, equipment, tools and materials commonly used in public works \ parks maintenance activities. Working knowledge of supervisory practices, policies and procedures. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of the safety hazards of the work and methods of promoting safety programs for both parks and aquatic facility uses.

Knowledge of public safety and security protocols and procedures as they relate to the park ranger program. Knowledge of aquatic safety protocols and procedures. Ability to assign, supervise, and inspect crew activities. Ability to prepare and maintain related records and reports. Ability to establish and maintain effective working relationships. Ability to track and monitor budgetary expenditures. Ability to communicate effectively both orally and in writing. Ability to operate a City vehicle. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Two years of experience in supervising employees. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, Public Safety, Aquatics Management, Parks and Recreation or a related field. Four additional years of related advanced level maintenance, or directly related leadership experience over public works maintenance crews supplemented by post-high school coursework in maintenance/repair and/or public safety activities may be substituted for the degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

14. Required licenses and/or registration:

Valid drivers license

15. Physical requirements:

Walk over varied terrain in all types of weather,

16. Supervision received (level and type):

Limited Supervision

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.