



Title: Community Facilities Superintendent - Operations

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Community Facilities & Recreation Manager. Exercises direct supervision over full-time, part-time and temporary or seasonal non-benefitted employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of five years related experience. Requires a broad knowledge of complex systems, specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Five years previous supervisory experience is preferred.
- Preference to a degree in a related field.

JOB SUMMARY

The purpose of this position is to supervise and support the maintenance, operations, programming and personnel within the community facilities and recreation division. Delegate tasks and projects; monitor division budgets and operating efficacies; analyze field data and best practices; manage projects and planning; execute business plans and operational strategies; advocate workplace safety and environmental efficiency. Ensure city, department and division goals, policies and objectives are followed. Recruit, train, supervise and evaluate personnel.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Oversees performance deliverables, operational strategies, financial execution and agreement expectations with primary partner contracts and major vendor contracts, including volunteer organization, concessions service, ticketing agency, pouring rights, naming rights and other service providers related to security and housekeeping. Facilitates relationships, enforcement and execution of services related to contracts.
2	Manages budget with emphasis on revenue forecasting and receivables accounting. Contributes to monthly supervisor reports on events and revenues. Reconciles spring training financials with partner contracts and city finance department. Leads development of spring training ticket programming, partnership sales, group sales and other revenue strategies. Solicits new events, strategic partnerships and revenue opportunities.
3	Supervises multiple full-time coordinator direct reports with operational responsibilities in ticketing, sales, events, marketing, security, housekeeping, volunteers, interns, batboys, guest services, team communications, technology execution, promotions, print collateral, financial reporting, community outreach and game production. Coaches direct reports on performance skills and city values and recommends personnel actions.
4	Directs operational management of the facility. Stewards facility calendar management and coordination. Produces daily spring training game plans and directs operations. Participates in special project/capital improvement development, planning and programming. Serves as representative spokesperson in community outreach, public relations and media relations. Functions as primary contact liaison to Major League team representatives.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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.				
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and related software, utility vehicles, club cars.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat.