



CATSKILL RECREATION CENTER

651 County Highway 38, Arkville, NY 12406

845-586-6250 (Fax 3511) www.catskillrecreationcenter.org

POSITION: Facilities Manager

TYPE: Full or part-time hourly – up to 40 hours a week.

SUMMARY

Under the direct supervision of the Executive Director this individual is responsible for facilities management of the Catskill Recreation Center (CRC).

The role encompasses facilities management (buildings, pools, gym, grounds), recruiting and scheduling of staff, and financial management. A key component of the role is to maintain the SWEAT values of the CRC amongst the current and future staff.

S.W.E.A.T.

Safe - Safety is our top priority. We're proactive, vigilant and responsive.

Welcoming - We aim to make everyone feel a sense of belonging, by being kind, friendly and approachable.

Encouraging - We actively support and inspire members to reach transformative fitness and wellness goals.

Accepting - We treat everyone with respect, creating an environment that is inclusive, diverse and accessible.

Together - We're a team that communicates effectively. We work hard and support each other.

ESSENTIAL RESPONSIBILITIES/PRINCIPAL ACTIVITIES

Under the supervision of the CEO, this position is responsible for supervising and managing all facets of maintenance as assigned at the Catskill Recreation Center.

Outcomes

1. The CRC facilities remain open and safe, and HVAC equipment operates reliably.
2. All areas (inside and outside) are clean and free of dangerous hazards.
3. The CRC meets all health and safety regulations set forth by Federal, State, and Local laws (i.e., Department of Health regulations).
4. The Emergency Action Plan and Safety manual will be up-to-date.
5. Program areas meet all health and safety standards, including a clean environment, appropriate air temperature, equipment upkeep, and routine inspection of said areas and equipment.
6. Recovery and maintenance plans (electric, HVAC, plumbing) and documentation are up to date.
7. Records reporting for pool maintenance and chemicals are up-to-date and accurate.
8. Facilities staff demonstrate SWEAT values.

9. Preventive maintenance schedules, including all interior and exterior equipment and materials, will be current and comprehensive.
10. Custodial staff will be properly recruited, oriented, trained, and supported through ongoing observations, feedback, and recognition and through timely, fair, and reasonable performance assessments and reviews.

Authorities

- Take any necessary action to assure legal and regulatory compliance.
- Make repairs and upgrades to facility equipment.
- Reset, restart, and adjust control panels of facility equipment.
- Schedule staff to meet operational needs.
- Maintain confidential personal records.
- Approve expenditure within budget guidelines.

Duties: Financial Management

1. Work with the Executive Director and Business Manager to build and maintain an appropriate budget for facility needs, products, and services.
2. Assist with facilities-related grant writing and funding requests.
3. Prepare payroll reports for the Business office as necessary.

Duties: Facilities

4. Play a key role in updating the Emergency Action Plan and building safety.
5. Manage vendors and contractors undertaking repairs at CRC.
6. Source new vendors to maintain and upgrade CRC facilities.
7. Ensure CRC grounds and buildings are maintained and promptly repair any damages.
8. Undertake basic plumbing and electrical repairs.
9. Monitor and maintain HVAC and pool equipment.
10. Maintain tools and diagnostic equipment.
11. Undertake basic repairs to gym equipment.
12. Maintain and monitor electrical system remote access tools.

Duties: Staffing

13. Supervise Custodial staff.
14. Hire, train, supervise, and evaluate all custodial staff and contractors. Ensure that all staff have appropriate and updated certifications.
15. Scheduling, performing, and other administrative tasks directly associated with facility and grounds upkeep.
16. Attend all staff functions, including key staff meetings.
17. Assist in other program areas as needed and as time permits.
18. Participate in Staff Meetings and professional training as appropriate.
19. Fulfill Manager on Duty shifts as assigned.

20. Maintain a professional image and manner consistent with the CRC mission and goals.

PHYSICAL DEMANDS

- Interact with members and staff.
- Be able to lift up to 50lbs.
- Ability to be active both on land and in the water.
- Able to multitask and shift duties.

REQUIRED

- Experience with electrical, HVAC, and water treatment systems.
- Staff management and recruitment.
- Preventive maintenance planning.

DESIRED

- CPR and First Aid.
- Geothermal heat experience.
- OSHA certification/experience.
- Budgeting experience.

WORK ENVIRONMENT

- The noise level can be moderate to loud at times.
- Early morning, weekend, and evening work is expected, with the flexibility to fill in and assist when needed.

Please note:

- This description doesn't include everything: It doesn't list every task you might do on the job or mention every skill or qualification you might need.
- The description can change: The CRC can update this description later if the job changes, such as adding new responsibilities or requiring different skills.

For more information about the Catskill Recreation Center and its programs, go to catskillrecreationcenter.org or call Simon Orr at 845-586-6250.

Effective date: 03/08/24