

Recreation Complex Foreman

DEFINITION

This is advanced foreman level work in directing the activities of a Leisure Centre encompassing a swimming pool, arena and sports ground.

Work of this class involves responsibility for directing and supervising all Leisure Centre activities including: direct and indirect program implementation; maintenance, supervision and assigning of work to Lifeguards I and II, Swim Instructors, Recreation Facility Attendants, Swimming Pool Servicemen, Labourers, and Ice Marshals. Supervision includes ensuring adherence to established policies and procedures. Incumbents are expected to develop, implement and evaluate programs offered, training and development needs and productivity improvements. In addition, incumbents are responsible for budget preparation and monitoring. Incumbents are expected to optimize the use of the facility through the inclusion and development of annual market plans. Incumbents are also expected to facilitate the development of indirect services by collaborating with local groups, agencies, community leagues, schools, and organizations at the neighbourhood and city-wide level. In addition, maintenance, both routine janitorial and mechanical, are the responsibility of the incumbent. Independent judgement is exercised in evaluating the daily performance of all staff, planning and modifying routine procedures and schedules, and in enforcing safety regulations.

General supervision is received from an administrative superior who reviews the work through periodic inspections, the analysis of reports, review of objectives, and evaluation of services rendered to the public.

TYPICAL DUTIES*

Plans, develops, and evaluates marketing plans and strategies to ensure community needs are met and optimal use of the facility. Plans and develops facility objectives and budget, and monitors implementation of same.

Plans, develops, supervises, monitors, and evaluates all direct and indirect services offered through the facility.

Collaborates with representatives of local groups, communities, agencies, schools, and organizations at the neighbourhood and city-wide level to facilitate the development of indirect services.

Safeguards and supervises the activities of the patrons using the facility, in accordance with established policies and procedures.

Supervises and assists in reacting to emergency situations and performing first aid as required.

Schedules, assigns, and supervises the work of lifeguards, swimming instructors, pool servicemen, cashiers, labourers, and related facility staff.

Directs the scheduling, operation and routine maintenance of daily janitorial work, mechanical inspections, pool filtration, chemical feed equipment, field equipment, and maintenance.

Supervises the collection of fees and maintenance of attendance and statistical records relating to facility usage.

Requests approval for major maintenance and repairs; orders supplies, material, and equipment.

Maintains good public relations, provides liaison with facility user groups.

Prepares time sheets, shift schedules, minor purchase orders, cash balances from admission fees, accident reports and performs related administrative functions.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of developing marketing plans and strategies.

Knowledge of the principles and practices involved in designing, implementing, and evaluating recreation and leisure programs.

Knowledge of all areas involved in operating a Leisure Centre facility.

Knowledge of the principles, practices and techniques employed in water safety and lifesaving activities.

Knowledge of the principles and applications of ice maintenance and sports field maintenance.

Considerable knowledge of public health safety and sanitary regulations applicable to Leisure Centre operations.

Considerable knowledge of training and instruction techniques applicable to the work.

Knowledge of maintenance programs, mechanical equipment and procedures related to Leisure Centre operations.

Knowledge of policies and procedures relevant to Leisure Centre operations.

Demonstrated ability to work effectively with facility staff, the public and senior management.

Ability to plan, assign, supervise, and evaluate the work of subordinates.

Ability to act quickly and calmly in emergency situations.

Ability to express ideas effectively orally and in writing.

Performs related work as required.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of three years post-secondary education in Recreation Administration, Facility Management, Marketing or in a related field. Four years of progressively responsible experience in the field of recreation, with a minimum of two years at the Aquatic Foreman level. Completion of Levels I, II and III Foremanship Training or an equivalent recognized by the City of Edmonton; the incumbent must successfully complete Level IV Foremanship Training within one year of appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's License.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0045			

Last Updated: 1990-08 (qualifications updated)
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