



Facility Lead

DEFINITION

This is work directing the activities of an aquatic, recreation, culture and fitness facility.

Work in this class involves responsibility for directing and supervising all activities in the facility which include: direct and indirect operations, maintenance, assignment of work, adherence to policies and procedures, training and development of staff, marketing and promotions, human resource management, productivity improvements, budget monitoring and development, short term, long term and strategic plans, community liaison, safety, security liaison with other civic sections, branches and departments.

Supervision and performance assessment is received from a Management Supervisor who reviews the work through periodic inspections, analysis of reports, review of objectives and evaluation of services rendered to the public.

TYPICAL DUTIES *

Develop, implement and evaluate direct and indirect programs operated at or out of the facility by collaborating with local groups, agencies, community leagues, schools and other organizations.

Direct the scheduling, operation, maintenance and evaluation of janitorial work, mechanical inspections, pool filtration, water treatment, chemical feed equipment, security and general sanitation of the facility.

Establish, in conjunction with the Buildings & Facility Maintenance Section, the preventative and scheduled maintenance program at the facility.

Direct or delegate the direction of supervision, assignment of work, training, scheduling, recruitment, selection and assessment of the work of Lifeguards, Amenity Attendants, Facility Serviceperson and other staff at the facility.

Plan, develop and evaluate the facility business plan.

Prepare, submit and monitor the facility budgets along with the associated key result areas such as attendance, cost per user, hours of operation and cost per hour.

React to emergency situations and perform first aid, lifeguarding and safeguarding as required.

Order supplies, materials and equipment allowed for within the operating budget.

Prepare and submit administrative reports as required.

Represent the facility at various meetings.

Liaises with the Branch Operations and Bookings and Information teams with individual and group rentals/bookings.

Safety - public safety, staff safety and facility safety, emergency preparedness etc security within the facility



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Investigate, and where appropriate, obtain alternative sources of funding such as grants, donations, etc. for the capital and operating budget.

Ensure that quality customer service is provided to all facility patrons.

Perform related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques employed in water safety and lifesaving activities, and in designing, implementing and evaluating swimming, leisure and fitness programs

Demonstrated ability to recognize and respond to emergencies and conduct necessary lifesaving and first aid practices

Knowledge of the technical aspects of operating a facility, including all aspects of facility/amenity shutdowns and openings

Knowledge of the public health, environmental protection legislation, occupational health, construction and provincial operating guidelines related to the operation of an aquatic, recreation and fitness facility

Knowledge of the fees and charges policy and other relevant policies and procedures

Ability to apply positive customer service principles to the operation and programming at the facility

Ability to communicate effectively both verbal and written through reports, letters, memos, telephone, and in person

Demonstrated ability to collaborate and work effectively with community agencies and support partnerships and relationships with both internal and external stakeholders.

Ability to supervise, lead, and guide staff; provide direction and hold the team accountable.

Demonstrated ability to manage large dynamic teams, including schedule, train, recognize evaluate grow and develop staff

Ability to assess, develop and deliver programs and services that meet the needs of users

Ability to apply and use software applications used by Department facilities

Ability to conduct research in various areas of aquatic, recreation and fitness, leisure and recreational studies

Ability to develop and articulate plans and effectively organize and prioritize tasks to prepare systems in order to prepare business plans, marketing plans, communication plans, capital and rehabilitation plans, etc.



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of two years post-secondary education in Recreation Administration, Facility Management, Business Management, Economics, Sociology or a related discipline. Three years of progressively responsible experience in the fields of recreation, facilities and culture, with a minimum of two years experience in a leadership role.

Completion of leadership training or an equivalent recognized by the City of Edmonton within one year of appointment. Swimming Pool Operators Certificate, Level II - A.A.R.F.P. within six months of appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's License. Completion of the applicable in-service programs.

Possession of current Lifesaving Society National Lifeguard Award (NL) , Government of Alberta workplace approved Intermediate First Aid & CPR-C.

* *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.*

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| Salary Plan | <u>10M</u> | <u>10A</u> | <u>10B</u> | <u>10C</u> |
| Job Code | 0034 | | | |
| Grade | 037 | | | |
| Last Updated: | 2024-02 | | | |
| Previous Updates: | 2022,2014,1990-08, 1991-01(update & name change from Aquatic Foreman II) | | | |
| Originated: | 1987-11 | | | |