



We, the employees of the City of West Des Moines, through Teamwork and Cooperation, are committed to provide the highest Quality of Service with Honesty and Integrity to the community we serve.

Our mission is to serve the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

City of West Des Moines Job Description

Job Title:	RecPlex Operations Coordinator		
Department:	Parks & Recreation	Civil Service:	Applicable
Reports To:	RecPlex General Manager	Grade Level:	NU_C41
Dotted Line Reports To:		Manager Level:	Supervisor
Category:	X Exempt (salaried) Non-exempt (hourly)	Last Review Date:	July, 2020
Post Offer Testing:	Physical and Drug Screen after contingent offer		
Residency:	Must be an Iowa resident within two years of hire date and maintain residency throughout duration of employment. Chapter 400.17 of the Iowa Code		

Summary Description:	Under the general direction of the RecPlex General Manager, provides supervision of all RecPlex day-to-day operations including ice sheet installation, maintenance and changeovers; contract management including HVAC, ice plant, IT & custodial; overall facility, outdoor fields and grounds maintenance; life safety and personal protective equipment; and tenant management.
Routine Job Duties/Responsibilities:	<ul style="list-style-type: none"> • Oversees ice sheet maintenance, including ice depth checks, flooding/shaving, dasher board inspection. • Performs routine inspections and oversees maintenance of indoor sport surfaces and related equipment, including artificial turf, hardwood courts, divider curtains, basketball hoops, scoreboards, batting cages and soccer goals. • Develops bid and contract documents, coordinates, supervises and evaluates contract service providers to ensure compliance with City requirements and safe work practices. • Selects and supervises operations staff and assigns work, organizes projects, provides training on equipment, tasks, work standards and safety procedures, and ensures safe work practices. • Acts as a liaison between General Manager, customers and staff. Relays communication from customers to General Manager. • Performs daily maintenance of ice resurfacer, including blade changes, battery tests, lubrication and adjustment. • Monitors all building operation systems including ice plant, HVAC systems, indoor air quality, life safety and personal protective equipment. • Performs regular inspections to determine necessary maintenance of overall venue and grounds and to ensure a safe environment for employees and customers. • Maintains accurate inventory of supplies for cleaning, events and building operations, and purchases additional items as needed according to the City's purchasing policy. • Coordinates and oversees all building changeovers while working with outside vendors and promoters to ensure successful events, practices, games and tournaments. • Ensures that the City's mission, goals and objectives are fully supported and

	initiated. This includes, but is not limited to, support of the following initiatives: the quality initiative; Mayor/City Council strategies and various other city-sponsored work teams such as Safety, Employee Relations and Wellness.
Periodic Job Duties/Responsibilities:	<ul style="list-style-type: none"> • Develops and maintains positive working relationships with contractors, sports clubs, tenants, tournament directors, user groups and the general public. • Responds to needs of staff and customers after hours, as well as emergency calls on a 24-hour basis. • Performs other duties and activities as assigned.
Job Standards:	<i>Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:</i>
Education/Experience:	<ul style="list-style-type: none"> • Bachelor's Degree in Parks & Recreation Administration, Leisure Services, Recreation, Sports Facility Management, or related area • Experience operating recreational/athletic facilities, including at least three years of managing full-time staff • Must have experience installing and maintaining ice rinks and related equipment
Skills:	<ul style="list-style-type: none"> • Ability to handle confidential information in a sensitive manner • Ability to take initiative and work independently, safely, and efficiently with little direct supervision • Ability to schedule, assign, and supervise the work of others • Excellent interpersonal skills • Effective oral and written communication skills • Ability to provide leadership to and motivate employees • Ability to perform a wide variety of duties with accuracy and speed, and solve problems under time sensitive deadlines • Ability to record, track, and monitor accurate records relating to building management systems, facility/equipment maintenance, and operations
Knowledge:	<ul style="list-style-type: none"> • Extensive knowledge of functions and maintenance of ice arena refrigeration system and related equipment • Considerable knowledge of the procedures, practices and principles used in recreational and municipal facility operation • General knowledge of, and the ability to, safely operate tools and equipment, including hand/power tools, and electronic equipment • General knowledge of facility budgeting • General knowledge of office equipment, including facsimile, photo copier, telephone, calculator, shredder, and drafting equipment • Proficiency with PC's and computer software and applications
Licenses:	<ul style="list-style-type: none"> • Certified Ice Technician (CIT) within 18 months of employment • First Aid, CPR, AED Certification within 60 days of employment • Valid Iowa Driver's license within 60 days of employment, or evidence of equivalent mobility
Working Conditions:	<ul style="list-style-type: none"> • Ability to lift, carry, push, and pull up to 20 pounds, occasionally up to 50 pounds • Intermittent periods of standing, walking and sitting • Frequent climbing, talking, hearing, near and far sight acuity, concentration, judgement and writing ability • Intermittent balancing, stooping, kneeling, crouching, crawling, reaching, standing,

	<ul style="list-style-type: none"> handling, dexterity, feeling, depth perception, color vision, and field of vision • Moderate exposure to weather 	
Safety Hazards:	<ul style="list-style-type: none"> • Minimal exposure to noise • Minimal exposure to equipment and chemical hazards 	
Other:		
<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>		
Approval:	Signed	Date
Human Resources Director:		
Department Head:		