



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 Facility Specialist		
Department:	Parks & Recreation	Civil Service:	Applicable
Reports To:	RecPlex Operations Coordinator	Grade Level:	NU_B21
Dotted Line Reports To:		Manager Level:	Non-Manager
Category:	Exempt (salaried) X Non-exempt (hourly)	Last Review Date:	December 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 Operations Coordinator, supervises RecPlex night and weekend operations including ice sheet maintenance, sports surface and equipment maintenance, facility cleanliness, staff supervision, supply inventory, custodial contracts, outdoor fields and grounds maintenance; life safety/personal protective equipment (PPE); and tenant management.
Routine Job Duties/Responsibilities:	<ul style="list-style-type: none"> Serves as the main contact and oversees facility operations in the absence of the Operations Coordinator or General Manager. Oversees and assists with general building cleanliness, including supervision of in-house and contracted janitorial service. Maintains ice sheet including ice depth checks, flooding/shaving, dasher board inspection. Performs maintenance of ice resurfacers, including blade changes, battery tests, lubrication and adjustment. Performs maintenance of indoor sports surfaces and related equipment, including artificial turf, hardwood courts, divider curtains, basketball hoops, scoreboards, batting cages, and soccer goals. Assists with staff supervision; assigns work, provides training on equipment, tasks, work standards and safety procedures. Assists with inventory of supplies for cleaning, events and building operations, and recommends purchases as needed. Assists with building changeovers while working with vendors and promoters to ensure successful events, practices, games and tournaments. Assists with safety and maintenance of overall venue and grounds. 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"> Participates in staff trainings and meetings. Responds to emergency calls during off-duty hours as needed. Performs other job-related duties 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"> • High school diploma or equivalent • Bachelor's Degree in Parks & Recreation Administration, Leisure Services, Recreation, Sports Facility Management, or related area, preferred • 1-3 years of experience operating recreational, athletic or similar multi-use facilities. • Experience installing and maintaining ice rinks and related equipment, preferred
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 assign and supervise the work of others • Excellent interpersonal and customer service 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 and cleaning supplies and special event equipment
Knowledge:	<ul style="list-style-type: none"> • General knowledge of the procedures, practices and principles used in recreational and municipal facility operation • General knowledge of functions and maintenance of ice arena refrigeration system and related equipment • General knowledge of, and the ability to, safely operate tools and equipment, including hand/power tools and electronic equipment • General knowledge of office equipment, including facsimile, photo copier, telephone, calculator and shredder • Proficiency with PC's and computer software and applications
Licenses:	<ul style="list-style-type: none"> • First Aid, CPR, AED certification, within 30 days of employment • Possession of a valid Iowa Driver's License or evidence of equivalent mobility • Certified Ice Technician (CIT), preferred
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, 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:	
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.	

Approval:	Signed	Date
Human Resources Director:		
Department Head:		