

## Job Description – City of Burleson

Job Title: Recreation Center Operator  
 Department: Recreation (4B 6017)  
 Reports to: Recreation Manager  
 Pay Grade: 228  
 FLSA Category: Exempt  
 Schedule: 40 hours/week with flexible hours when needed to accommodate a change for service.  
 Date Revised: October 30, 2009

### **BRIEF DESCRIPTION OF THE JOB:**

Accountable for the overall operation and management of the recreation/aquatic center through the evaluation, coordination, development, promotion and marketing of the recreation center and variety of recreational, fitness and aquatics events and activities.

### **ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:**

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

<b>Strength Exerted</b>	<b>Description of Job Duties</b>
S	Plan, market, organize, implement and evaluate recreation classes, aquatics, fitness, and activities within the recreation center. Assist the Recreation Manager with special events and help create special events within the recreation center.
S	Prepare daily and monthly reports; responsible for the budget estimates of the recreation center and annual budget report.
S	Assist the Recreation Manager in developing and administering all operational policies, rules, regulations and procedures for the center; prepare detailed emergency action plans.
S	Manage an estimated \$2.2 million revenue collection and expenditures insuring a 74% cost recovery for facility operations. Assist the Recreation Manager in developing revenue rates and membership requirements for all programs and activities.
S	Manage the staffing of assigned areas within the center, prepare performance evaluations for subordinate employees, identify and provide training for subordinates and recommend personnel actions where necessary. (13 full time and 50 part time employees).
S	Respond to customer and public inquiries, concerns and compliments relating to the recreation center.
S	Assist the Recreation Manager in Implementing a comprehensive Risk Management program for the facility.
	Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

This position will supervise the recreation center and aquatics facility.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of recreation programs and aquatics operations with a working knowledge of pool chemicals and operations.
- Knowledge of budgeting, financing and contracts.
- Knowledge of fitness including aerobic and strength building equipment.
- Knowledge, skills and ability to supervise employees.
- Ability to communicate effectively both in writing and orally.

Recreation Center Operator

- Ability to write contract agreements and purchase acquisitions.
- Ability to establish and implement goals and objectives.
- Ability to manage conflicts with employees, program participants or displeased patrons.

**EDUCATION AND EXPERIENCE:**

- Bachelor’s degree in public administration, business administration, recreation or a closely related field.
- Minimum of 5 years supervisory experience in a recreation/fitness setting either private or public setting.
- Minimum of 5 years experience in operation and management of a comparable program or facility which includes budgeting, management, program development and promotion and marketing.

**CERTIFICATES AND LICENSES REQUIRED**

- CPR/ First Aid Certification
- Certified Parks and Recreation professional preferred.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Most work is performed in a climate controlled office environment.

**TOOLS AND EQUIPMENT USED:**

Computer and office equipment

**DESCRIPTION OF PHYSICAL DEMANDS:**

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	On carpet or tile floors or slippery concrete or pool surface.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds. Setting up tables, chairs and sports equipment 10 – 50 lbs. in size.
Pushing/Pulling	O	To open and close filing cabinet drawers, pushing carts with volleyball and gym mats and tables, 10 – 75 lbs.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies. Retrieving documents and supplies in gym and office closet.
Fine Dexterity/Handling	F	To use the computer and calculator and writing.
Crouching/Crawling	R	To plug in computer, calculator, etc, and picking up equipment.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets. Setting up and picking up equipment.
Vision	F	To read and prepare paperwork and assorted equipment.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

**DESCRIPTION OF NON-PHYSICAL DEMANDS:**

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F\_\_time pressures

R\_\_irregular schedule

F\_\_frequent change of task

O\_\_tedious exacting work situation  
team

F\_\_performing multiple tasks simultaneously

other:\_\_\_\_\_

R\_\_emergency situations

R\_\_danger/physical abuse

O\_\_noisy/distracting environment

F\_\_working closely with others as part of a

**Applicant Notes:**

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.