



Facility Foreman

DEFINITION

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

Work in this class involves responsibility for directing and supervising all activities in the facility which include: direct and indirect program, 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 the Facility Programmer, Lifeguards, Recreation Facility Attendants, Facility Serviceperson and other staff who work 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.

Supervise the collection of fees and cash handling to ensure it conforms to the Cash Handling Policy.

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 Sections in dealing with school and minor sport group bookings.



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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

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

Knowledge of the principles and practices of first aid

Knowledge of the technical aspects of operating a facility

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

Physical ability to respond to emergencies and conduct necessary lifesaving and first aid practices

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

Ability to communicate effectively through reports, letters, memos, telephone, and individually with individuals and with groups

Ability to assess the training and development needs of the staff at the facility

Ability to communicate and work with community agencies

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 planning systems in order to prepare business plans, marketing plans, communication plans, capital plans, etc.

Ability to supervise staff

Ability to recognize emergency situations and react accordingly



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of two years post-secondary education in Recreation Administration, Facility Management, Marketing or a related equivalency. Three years of progressively responsible experience in the field of recreation, with a minimum of two years at the Facility Programmer or equivalent external level.

Completion of leadership training or an equivalent recognized by the City of Edmonton. The incumbent must successfully complete "Leading People for Results" within one year of appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's License, Swimming Pool Operators Certificate, Level II - A.A.R.F.P. Willing to complete the applicable in-service programs.

Possession of National Lifeguard Service Certificate - L.S.S.C., Aquatic Emergency Care Award - L.S.S.C. or recognized lifeguard certification equivalency.

* *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:	2014-06 (Qualifications)			
Previous Updates:	1990-08, 1991-01(update & name change from Aquatic Foreman II)			
Originated:	1987-11			