

EAST BAY REGIONAL PARK DISTRICT

FACILITIES SUPERVISOR

GENERAL FUNCTION

Under general supervision of the Recreation Services Manager, to manage, operate and maintain the Brazil Room, Fern Cottage, Temescal Beach House, MLK Shoreline Center, Camp Arroyo, and similar facilities for revenue generation and public use; perform related work as required.

ESSENTIAL FUNCTIONS

This position performs, and supervises performance of the tasks necessary to manage, operate and maintain the Brazil Room, Fern Cottage, Temescal Beach House, MLK Shoreline Center, Camp Arroyo, and similar facilities. The essential functions to accomplish this may include, but are not limited to, the following: coordinate reservations; follow through with client's responsibilities; stay abreast of industry trends in special events, food styles and cultural ceremonies; receive, investigate and resolve complaints; initiate customer satisfaction surveys; organize and conduct an annual wedding workshop for clients and vendors; assist clients in coordinating their needs for florists, caterers, musicians, officiates, photographers, bakeries, etc. Supervise, train, schedule and develop staff. Select, support, train and monitor approved caterers. Develop and implement policies, procedures and standards for operations, maintenance and safety of the facilities and grounds; update and maintain Operations Guide for the facilities; administer budgets; coordinate office operation, events, and maintenance for all facilities; establish and maintain advertising program; devise and update forms and contracts; plan, design and make improvements. Responsible to ensure the care and appearance of landscaping in keeping with facility standards.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: submit reports; attend and participate in meetings; maintain fixed asset inventory; determine and order supplies, materials and equipment; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of the twelfth grade, and
Experience: Four years of recent experience in restaurant or catering management, event planning, or related field and which demonstrates the ability to provide quality customer service.
Substitution: College education in business administration or management, event planning, restaurant or catering management or a related field may be substituted for two years of the required experience on the basis of one full year of college education is equal to six months experience.

A Bachelor's Degree in Park and Recreation, Public Administration or Business Administration is desirable.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of the principles of supervision. Knowledge of general building systems and grounds maintenance. Considerable knowledge of special event planning, including knowledge of the food, themes and customs of different cultures. Working knowledge of budget and general administrative procedures. Skill in the care, operation and maintenance of facilities. Ability to lift up to 60 pounds, climb stairs and ladders, and navigate rugged terrain. Ability to understand and apply District and

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departmental policies and procedures; think clearly and apply logic and common sense to problem solving; communicate clearly, concisely and effectively, both orally and in writing; use office equipment, including pc's, fax machines, etc.; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. The Facilities Supervisor is required to wear a District uniform and must be able to use a respirator in accordance with CAL-OSHA regulations. May be required to work unusual hours, split shifts, weekends and holidays.

REPORTS TO: Recreation Services Manager

SUPERVISES: This position may supervise both regular and seasonal or temporary support staff, and contracted services.

Employment Category: AFSCME, Local 2428, Salary Range \$4,438.56 - \$4,868.71/mo. (Effective 3/24/01).

Replaces "Brazil Room Manager", Adopted by Board: December 6, 1983, Resolution No. 12-6-83.

Revision Approved by Board: February 5, 2002, Resolution No. 2002-2-22

Revision Approved by GM: March 4, 2008

Revision Approved by GM: July 14, 2009 including increased Salary Range: \$5,557.62 - \$6,094.82/mo. (effective 8/1/2009), as Adopted by Board: July 7, 2009, Resolution No. 2009-7-186.