



JOB ANNOUNCEMENT



MANAGER ON DUTY PARKS AND RECREATION

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| Posting Date: | February 9, 2017 | Job Code: | 024-6149.01 |
| Closing Date: | Open Until Filled | Grade: | 0001 – Non-Exempt |
| Pay Range: | Hourly: \$11.00 | Work Status: | Part Time |

APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501
 For additional information about this position or the application process, call 770-531-2680.

JOB SUMMARY

Responsible for the safety and security of all staff, patrons, the building and functions at Gainesville Civic Center, Martha Hope Cabin and Fair Street Neighborhood Center.

MAJOR JOB RESPONSIBILITIES

- Security of all fees collected at the facilities.
- Maintain order and cleanliness of the facilities.
- Interact with the facility patrons and staff in a positive, consistent manner.
- Handle emergencies and / or complaints as they occur.
- Report any issues and concerns to Facility Services Manager and/or Administrative Division Manager immediately if it is an emergency, or via weekend/MOD report if not.
- Make rounds of facilities and events, checking in with customer upon or close to arrival time.
- Make sure scheduled staff is present for their assigned shifts.
- Other duties, as assigned, by Supervisor or higher authority to facilitate the success of events held at the facilities.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School Diploma or Vocational School Diploma or G.E.D.

One year of related supervisory experience.

Any equivalent combination of education and experience which provide the minimum level of qualifications stated above.

Licenses and Certifications:

First Aid and CPR

Valid Class C Driver's License and satisfactory Motor Vehicle Record (MVR)

Knowledge, Skills and Abilities:

Knowledge of cleaning, grounds keeping, room set-ups and maintenance methods and procedures.

Knowledge of tools, materials, equipment and practices of custodial work.

Knowledge of audio visual equipment.

Ability to perform heavy lifting up to 50 pounds and perform routine cleaning.

Ability to follow complex oral and written instructions.

Ability to exercise care in the use of cleaning and sanitizing materials.

Knowledge of first aid procedures and techniques.

Knowledge of C.P.R. and basic emergency medical procedures.

Ability to communicate clearly and effectively both orally and in writing.

Ability to deal courteously and diplomatically with the public.

Ability to multi-task in a high energy environment.

Performs other related duties as required.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
