

RECREATION AREA MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participation in the operation and maintenance of a county marina. Duties are performed under the general direction of the Commissioner of Public Works with allowance made for the use of independent judgement in performing the details of the work. Direct supervision is exercised over a Marina Maintenance Manager, Maintenance Workers and Marina Attendants. A Recreation Area Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, oversees and participates in the installation and removal of docks and preparation and winterization of buildings and grounds for boating season;
- Supervises and assists marina employees in the operation and maintenance of the facility;
- Inspects buildings, docks and grounds to note safety issues and needed repairs;
- Monitors weather and hydrological conditions in river basin and adjusts floating docks as needed;
- Responsible for complying with local, federal and state regulations pertaining to safety and environmental issues;
- Makes assignments of seasonal berths and transient dockage, executes contracts and collects fees;
- Deposits marina receipts and maintains a ledger of revenue and expenses;
- Keeps a variety of records pertaining to the operation of the marina;
- Explains and enforces marina rules and regulations to the public;
- Responds to and resolves customer inquiries, problems and complaints;
- Compiles a database of tenants for billing and correspondence;
- Communicates with local, federal and state agencies regarding daily operational issues as needed;
- Writes specifications for new equipment and improvements at the marina;
- Reviews bids for adherence to specifications;
- Orders equipment and maintains inventory of supplies;
- Writes periodic reports on marina operations;
- Maintains payroll and leave time records on employees;
- Oversees facility and staff in the event of an emergency;
- Operates and/or performs minor repairs on motor vehicles, boats, and power equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the rules governing the operation and use of the Onoville Marina; good knowledge of the operation and maintenance of marina and campgrounds; working knowledge of hydrological processes; working knowledge of purchasing and inventory control; working knowledge of record and account keeping; ability to plan, organize, and supervise the work of others; ability to understand and carry out oral and written instructions; ability to prepare bid specifications; ability to prepare written reports; ability to deal courteously and tactfully with the public; ability to think quickly and act effectively in emergency situations; willingness to work in adverse weather conditions; ability to operate watercraft of various sizes; mechanical aptitude; manual dexterity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and five years of full-time experience in the construction, operation and/or maintenance of a marina, park or recreational facility, one year of which much have been at a supervisory level;

OR

- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in park administration, recreation, natural resources, environmental management, construction technology or a related field and three years of experience described above, including one year of supervisory experience;

OR

- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the above fields and one year of supervisory experience as described above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/30/80 (Replaces Recreation Planner)

Revised: 2/17/88

Revised: 3/21/13