

LOWER MAKEFIELD TOWNSHIP

JOB TITLE: OPERATIONS MANAGER

DEPARTMENT: PARKS AND RECREATION

SUPERVISOR: MONICA TIERNEY, PARKS AND RECREATION DIRECTOR

POSITION SUMMARY:

Manages and organizes all operational aspects of the Parks and Recreation Department. Receives all work orders and ensures they are implemented properly. Ensures all inspections are complete and parks are in good standing. Responsible for processing reports, check requests, all state and federal inspections, manage all maintenance inspections and ensures they are being done properly. In addition, this person will be updating and maintaining the content of the Township website and cable channel. Ability to assist in all departments as needed. This position is full time and will require irregular hours during events and programs.

ESSENTIAL FUNCTIONS:

- Acts as the Risk Manager for the Parks and Recreation Department and complies with all protocols within the Risk Management Plan.
- Receives all work orders and assures they are properly assigned. Follows through to ensure work orders are complete.
- Schedules all preventative maintenance for all parks.
- Ensures all employees are up to date with training and background checks including summertime hires.
- Ensures the Maintenance Manual is being followed and that the proper paperwork is being completed in order to remain compliant with CAPRA Standards.
- Reviews Risk Management Plan and Operations Plan Annually and make recommendations to the Parks and Recreation Director to ensure they are current.
- Maintain and operate all equipment; including cameras and coordination of computer set-up at pool complex.
- Maintain and Manage all inventory and ordering for the upkeep of the Parks, Community Center and Pool.
- Performs annual inventories of all fixed assets.
- Provides clerical support for program registration, point of sale, pavilion rentals and membership registration.
- Conducts and attends a variety of trainings, staff meetings and community recreation meetings as needed.

- Ensures all Parks and Facilities remain up to code and that all inspections and maintenance are up to date.
- Assists when needed for larger events and programs.
- Performs related duties as required.
- Maintain and update the content on the Township website using WordPress.
- Maintain and update the content on the Township cable channel.
- Work on special projects as assigned.
- Answer and route incoming phone calls; assist callers.

QUALIFICATIONS:

- Minimum Bachelor's Degree
- Proficient in Microsoft Word, Excel and Outlook.
- Proficient in WordPress, and Capturepoint, or the ability to master these programs within 6 months of hire.
- Knowledge of HTML.
- Excellent customer service and communication skills.
- Work independently with minimal supervision.
- Ability to multi-task and prioritize.
- Ability to work an irregular schedule to accommodate pool membership signups and special events and programs. Ability to work overtime when necessary.