

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Hourglass Park Supervisor
Unit: Supervisory and Professional

Page: 1 of 3
Job Code: D1490
Original Date: 11/2004
Last Revision: 07/2012
Staff Type: Classified
FLSA status: Exempt
Salary Range: 9

DEFINITION

Under the general supervision of the Administrative Services Supervisor at Miramar College, assist with oversight and plan, organize, coordinate and supervise the operations and maintenance of the joint facility comprised of the Hourglass Field Community Park, Ned Baumer Miramar College Aquatic Center, and the Hourglass Fieldhouse. Supervise contract classified and temporary staff during the assigned shift, including weekends and holidays, to provide auxiliary support for College and Hourglass Park activities. Represent the College in the collaborative relationship with the City of San Diego.

EXAMPLE OF DUTIES

1. Assist with and plan, organize, coordinate and supervise the operations and maintenance of the San Diego Miramar College Hourglass Park joint use facilities. Direct and monitor daily operations during assigned shift.
2. Supervise contract classified and temporary staff in the activities held at and the operations and maintenance of the San Diego Miramar College Hourglass joint use facilities. Recruit, interview, hire, train and appraise work performance of employees. Provide work direction and guidance to assigned staff; assign work to facilitate continuous workflow of the department.
3. Oversee administration of Civic Center rentals; plan, coordinate, and communicate with City of San Diego and College constituents to facilitate rentals; manage calendars to publicize facility programs. Maintain records of applications, permits and certificates of insurance, payments, and related material. Serve as point of contact for rentals; resolve complaints and issues among or between user groups, staff, rentals, and/or College personnel.
4. Serve as liaison between the City of San Diego, College personnel, and the community to assist with resolving conflicts, scheduling meetings, providing information, and scheduling maintenance and repair of equipment. Promote and maintain effective communication, positive working relationships and good public relations with all levels of contact.
5. Ensure the Hourglass facilities are maintained and operated in a safe and sanitary condition. Inspect facility and submit requests for improvements and repairs as needed. Coordinate periodic tests and inspect records of chemical levels of the pools.
6. Serve as a Miramar College representative for all Joint Use Hourglass Park functions. Attend joint use meetings; provide administrative support; serve as record keeper; maintain records and files, including meeting minutes; prepare reports.
7. Plan, coordinate, schedule and provide support for Civic Center Rentals, athletic contests, co-curricular activities, college-sponsored events, city programs, and community events. Assist in determining and directing support needed for athletic programs, related physical education classes, and instructional programs.
8. Assist in the preparation of and monitor assigned department budgets; recommend budget revision and expenditures for personnel, operations, capital outlay, contract-out services, and supplies. Review budget reports to compare actual against forecasts; recommend and make budgetary transfers as necessary. Assist with purchasing, budget, and payroll processes related to facility use.
9. Order and maintain supplies and equipment; maintain inventory records; assist with product evaluation and make recommendations. Approve administration of keys to joint use facilities.

- 10. Act in the capacity of the Administrative Services Supervisor in his/her absence.
- 11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable laws, codes, regulations.
- Athletic/fitness training, sports, swimming pool equipment and concessions equipment.
- Basic budgeting principles.
- Basic principles of employee training and supervision.
- Basic computer use and business software applications.
- Chemical levels mandated by the County of San Diego.
- CPR and First Aid.
- District policies and procedures, including registration procedures and timekeeping.
- Facilities equipment operations and maintenance.
- Methods and procedures for scheduling maintenance projects.
- Microcomputer, printers, copier, fax, typewriter, calculator, portable radio (walkie-talkie).
- Principals and practices of supervision and training.
- Health & Safety/OSHA requirements.
- Oral and written communications skills.
- Record-keeping techniques.
- Safety techniques involving use of hazardous chemicals.

Skills and Abilities:

- Communicate effectively, both orally and in writing.
- Coordinate and supervise the operations of recreation programs and facilities and other instructional support areas.
- Establish and maintain cooperative and effective working relationships with others.
- Establish, maintain, and coordinate schedules of facilities use.
- Evaluate outdoor fields, indoor sports, and pool facilities and surrounding areas and make recommendations for improvements, maintenance, and repairs.
- Follow specifics of contracts and accords.
- Interpersonal skills using tact, patience and courtesy.
- Interpret and explain rules, regulations and procedures.
- Maintain records and prepare reports and organize information.
- Meet schedules and timelines.
- Operate a computer and business-related software, including word processing, spreadsheets, and data processing.
- Perform CPR and first aid as needed.
- Perform periodic chemical testing of pool accurately.
- Plan and organize work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Supervise and train subordinate staff and provide direction and motivation to service and agency personnel and the general public.
- Supervise and/or coordinate arrangements for large-scale events, programs or services.
- Train and supervise personnel.
- Understand and apply policies, procedures, and contractual agreements.
- Work cooperatively with others.
- Work independently.

Training and Experience:

Any combination of training and experience equivalent to: one year of full-time work experience as a manager or assistant of a swimming pool providing a formal aquatics instruction program and one year of full-time work experience as an athletic grounds supervisor.

License:

Current American Red Cross Lifeguard Training, Water Safety Instructor certificate
Valid CPR and First Aid; or equivalent agency certification
Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Office and field environment, all types of climatic conditions. Subject to driving to a variety of City offices. May be some hazards to excessive sun exposure and use of grounds keeping and pool chemicals.