



# Grand County

## Job Description

<b>Title:</b>	Sand Flats Assistant Director/Facilities	<b>Job Code:</b>	2505
<b>Division:</b>	Administration/Operations	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Sand Flats Recreation Area	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **supervisory and administrative duties** related to the planning, organizing and coordinating of various facilities construction and maintenance operations; undertakes operations designed to protect and maintain the natural and cultural resources of the Sand Flats Recreation Area. Assists in the selection, direction and training of seasonal staff and volunteers. Directs, organizes and schedules day-to-day facility maintenance program(s).

### SUPERVISION RECEIVED

Works under the close to general supervision of the Sand Flats Director.

### SUPERVISION EXERCISED

Provides close to general supervision to Recreation Technician(s)/Apprentice, Recreation Technician(s) I, II and Lead. Provides immediate supervision to adult and/or youth volunteers.

### ESSENTIAL FUNCTIONS

**Facilities & Maintenance:** Directs the installation and maintenance of visitor facilities including campgrounds, toilets, information kiosks, vehicle barriers, campfire rings, fences and trails; keeps up to date records of all projects and facility maintenance. Performs general construction.

Directs project activities related to volunteer leadership, resource management projects, recreation impact studies, and campsite establishment; performs land management projects such as vegetative restoration, transplanting and long-term monitoring; coordinates, directs and performs signage maintenance and installation.

Directs the care, maintenance and repair of all vehicles, hand and power tools; performs routine upkeep; stocks and maintains bathrooms, cleans and maintains campsite facilities.

**Management & Administration:** Assists BLM with monitoring commercial outfitters, events, and filming permit compliance at the Sand Flats Recreation Area.

Monitors, documents and estimates damage to facilities.

Monitors operational supplies, equipment and materials; initiates purchases.

**Personnel/Staffing Management:** Leads facility maintenance and vehicle training; coordinates and directs staff training in the areas of public contact skills, field and facility operations and safety practices.

Manages and monitors employee performance; makes recommendations effecting retention, advancement, discipline and termination.

**Visitor/Public Service:** Informs and educates user groups including bicyclists, motorcyclists, hikers, four wheel drive and all-terrain vehicle users and campers regarding regulations, guidelines and appropriate recreational use of the Sand Flats Recreation Area.

Performs campground compliance patrols and field fee collection; performs backcountry patrols of all routes and trails on foot, in vehicles or on bicycle; contacts and works with law enforcement agencies and search and rescue personnel as needed.

Provides accurate information about Sand Flats Recreation Area including natural history, orientation, public lands management and regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, two (2) years of specialized training or completion of a technical college program;  
AND
- B. Four (4) years of progressively experience performing above or related duties;  
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** working in a Recreation Area setting; construction and building trades; basic workplace safety practices and the safe use of basic tools and protective equipment; safe driving practices; use of computers and software applications that include Microsoft Excel, Word and Outlook basic interpersonal communication practices and public relations; general facilities security methods, processes and procedures.

**Skill in** interpersonal communications and conflict resolution; art of diplomacy, cooperative problem solving and public relations; leadership; working as part of a team; basic construction, building maintenance and fence building; basic mechanical knowledge of vehicles; operating OHV's in backcountry setting; outdoor safety; customer service; basic math and money handling use of office equipment phone systems and two-way radio equipment; use of computers, programs and planning tools; multi-tasking, organization.

**Ability to** perform and direct general maintenance helping to keep the area clean and safe; properly use and maintain basic tools and equipment; use power tools, chainsaws, rock hammer/ drill; plan and carry out construction projects; lead volunteer work crews; direct high school youth; work in a fee booth alone or with others under sometimes stressful conditions; provide excellent customer service while accurately handling money; communicate effectively with the public; perform campground patrols checking for compliance and working with law enforcement as needed; perform backcountry patrols in a safe and efficient manner; operate off highway vehicles in backcountry setting; use 2 way radio; balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; be self-motivated and work independently; follow established Sand Flats Recreation Area and County Policies and Procedures; undertake and train employees in the use of hand and power tools as used in small scale construction projects, patrol procedures, safety and emergency procedures and visitor services; establish effective working relationships with co-workers, supervisors, public safety personnel and the general public.

3. Special Qualifications:

- Must be at least 21 years of age.
- Must have Basic First Aid and CPR certification or ability to obtain within one month of hire.
- Must possess a valid Utah Driver's license.
- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.

4. Work Environment: Performs manual work, work with medium to heavy weights with frequent pushing, pulling, lifting and or carrying that may be in difficult positions, must be able to bend, reach, push, pull squat climb, grasp, must be able to lift a least 50 pounds.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions. I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)