

ORDINANCE NO. 204-20

AN ORDINANCE AMENDING SECTION 31.02(E) OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO, RELATIVE TO THE PAY SCHEDULE FOR THE NEW POSITION OF FACILITY MONITOR AT THE MEDINA COMMUNITY RECREATION CENTER AND ADOPTING THE JOB DESCRIPTION, AND DECLARING AN EMERGENCY.

WHEREAS: Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio relative to the Medina Community Recreation Center, presently reads as set forth in Exhibit A, attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.02(E) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to include the following pay schedule for the Facility Monitor position at the Medina Community Recreation Center:

RC22 - \$11.56 starting

SEC. 2: That the job description of Facility Monitor is hereby adopted, marked Exhibit B and attached hereto.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason there is an immediate need for this position due to staffing changes and expanded facility hours; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: November 23, 2020

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: November 24, 2020

SIGNED: Dennis Hanwell
Mayor

PROPOSAL

Ord. 204-20
Ekh. B

TITLE: Facility Monitor

REPORTS TO: Office Administrator and Recreation Supervisor

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: The Facility Monitor is a combined position under the direction of the Office Administrator that ensures the efficient operations of all front desk procedures and policies, completes training with the full knowledge of membership software in regard to selling memberships, program registration and maintains a balanced cash drawer. The Facility Monitor is also under the direction of the Recreation Supervisor throughout the day to ensure the safety and well-being of the Fitness Room, including patron questions and concerns, machine and equipment upkeep, proper machine instruction and assistance with any fitness programming which utilizes the Fitness Room. In addition, ensures the safe, healthy, clean and efficient operation of the Medina Community Recreation Center (MCRC) including answering patron questions and concerns and assisting with any program or rental needs. Applicants must have facility program and operation knowledge and the ability to work with others in a dynamic customer service oriented environment.

ESSENTIAL JOB FUNCTIONS:

Front Desk (report to Office Administrator)

Participates in training program to obtain thorough knowledge of membership sales, programs and facility access.

Provide excellent customer service when checking patrons into building, assisting with membership and class registration, answering questions or concerns and collecting fees.

Promotes and contributes to a team environment with co-workers and staff.

Provides knowledge of all Medina Community Recreation Center (MCRC) policies and procedures to patrons.

Ensures the front desk area and lobby are clean, orderly and neat at all times.

Reads and adds appropriate notations to daily communication.

Utilizes any electronic reference available as it pertains to the MCRC to ensure current and accurate distribution of information.

Monitors front door access, lobby area, fitness area, and community rooms during operating hours. Additional areas of the building, as needed.

Assigns facility equipment to patrons and ensures appropriate return procedures.

PROPOSAL

Maintains accurate reports and records related to the daily activities of MCRC.

Builds and maintains positive working relations with co-workers.

Operates various office machines and equipment as needed.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Ensures all MCRC policies and procedures are followed by members and visitors.

Fitness Room (report to Recreation Supervisor)

Provides instruction on proper exercise equipment use and techniques.

Enforces all Fitness Room rules and policies.

Monitors use of the fitness equipment during operating hours.

Maintains order and appearance of all Fitness Room equipment.

Inspects equipment and reports any unsafe conditions or maintenance needs.

Completes the cleaning and programming responsibilities for the assigned shift.

Assists with the implementation and promotion of wellness/incentive programs and special events.

Solicits and documents patron concerns and questions involving Fitness Room or programs taking place within the Fitness Room.

Assists with the setup and teardown for events and rentals.

Assists with crowd control and crowd flow.

Facility (report to Recreation Supervisor)

Acts as the manager of MCRC when no additional full-time staff members are available.

Maintains a visibly positive and approachable composure to promote patron-employee interaction.

Responsible for the opening and closing of the MCRC.

Enforces all MCRC policies and procedures.

Checks daily facility reservation schedule at MCRC.

Supervises use of the Recreation Center and equipment during operating hours.

Performs hourly checks of the facility and record participation numbers.

PROPOSAL

Circulates any violations of rules and policies for the MCRC.

Responds to any injury needs or concerns at MCRC.

Performs general maintenance and cleaning tasks of all spaces and equipment at MCRC.

Documents and reports all incidents, accidents and thefts.

Maintains bulletin boards and promotional materials.

Solicits and documents patron concerns and questions involving all aspects of MCRC.

Overall

Maintain current certifications in First Aid and Cardiopulmonary Resuscitation.

Communicates and relays information, concerns and feedback to the Office Administrator and Recreation Supervisor.

Provides a clean and enjoyable atmosphere for the patrons.

Attends all mandatory staff meetings and training sessions.

Perform duties with minimal supervision.

Maintains regular and consistent attendance.

Able to perform the physical demands including but are not limited to being able to sit continuously at a computer terminal, desk or work station along with being able to lift and move MCRC equipment and objects, and have the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach for long periods throughout the work day.

EDUCATION, TRAINING AND EXPERIENCE:

Certifications:

First Aid

Cardiopulmonary Resuscitation/ AED

License:

Valid driver's license issued by the State of Ohio.

QUALIFICATIONS:

Knowledge of:

- MCRC policies and procedures as they relate to patrons;

PROPOSAL

- Membership sales, programs and facility access;
- Membership software in regard to selling memberships and program registration;
- Fitness and wellness concepts;
- Fitness Room policies; and
- Emergency procedures of the Fitness Room and Medina Community Recreation Center.

Skilled in:

- Customer service;
- Handling sales transactions;
- Basic arithmetic; and
- Personal computer use.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public on the telephone or in person;
- Remain organized;
- Understand and follow complex oral and written instructions;
- Maintain a balanced cash drawer;
- Work with others in a dynamic customer service oriented environment;
- Interact with the public in a professional, courteous and informative manner;
- Report to work on time and in the proper uniform; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

ENVIRONMENTAL ELEMENTS:

This position works indoors and outdoors at the MCRC.

PROPOSAL

WORKING CONDITIONS:

This position is required to work outside normal business hours including early mornings, weekends, evenings, and holidays.

EQUIPMENT USED: computer, fax and copy machines, telephone, printers, radio, building alarms, and surveillance systems.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____