

**NOTICE TO LOCAL #1300 EMPLOYEES**  
**SUBJECT: VACANCY**

Pursuant to Article VII, Section 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1300 and the City of Wilkes-Barre, vacancies are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **RECREATION MANAGER**, Department of Public Works will be accepted in the Office of Human Resources from July 20, 2007 to July 26, 2007. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

- 1. RATE OF COMPENSATION:**
  - a. The 2007 salary for this position is \$42,000.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1300.
  
- 2. HOURS OF WORK:**
  - a. Seven and one-half (7.5) hours as directed by supervisor; one-half (1/2) hour unpaid lunch; Hours of work will include evenings, weekends, and holidays.
  
- 3. DUTIES:**
  - a. Supervise and manage the nine-hole Hollenback Golf Course and related golf course facilities;
  - b. Plan and implement programs and special events;
  - c. Direct grounds and landscape maintenance;
  - d. Direct operation of a golf pro shop;
  - e. Supervise building maintenance activities;
  - f. Exercise considerable independent judgment in managing and coordinating golf course events and activities to provide quality services to the public;
  - g. Supervise the work of employees engaged in golf course maintenance including mowing, irrigation and fertilization of putting greens, teeing areas, fairways, roughs and surrounding areas;
  - h. Supervise maintenance programs for facilities, structures, utility systems and equipment used in maintaining and operating the golf course;
  - i. Inspect grounds, facilities and equipment to assure quality of maintenance operations;

- j. Prepare and monitor marketing programs, budgets, inventories and advertising for the golf facility;
- k. Supervise staff engaged in the operation of a golf pro shop including collecting greens fees and assigning starting times, and providing golf supplies and other services to golf patrons;
- l. Plan, coordinate and direct special events including golf tournaments and other events;
- m. Make recommendations regarding hiring, discipline and promotion of staffs; authorize leave and overtime; evaluate and rate employee performance;
- n. Perform other duties within the Departments of Public Works, Parks, and Buildings and Economic and Community Planning and Development when assigned including but not limited to dispatching at the DPW facility and performing rental and buyer notification inspections and working as a foreman.
- o. Perform all other related work as assigned.

**4. QUALIFICATIONS:**

- a. High School Diploma or equivalent;
- b. Work experience in horticulture, revenue management, parks and recreation management, or related field preferred;
- c. Experience as a greenskeeper and/or managing a golf course or other recreation facility or program, to include supervisory experience preferred;
- d. Must obtain a State certificate to purchase and use restricted pesticides prior to completion of the probationary period;
- e. Knowledge of the principles and practices of golf course management;
- f. Knowledge of greenskeeping, landscaping and grounds maintenance requirements of an nine-hole golf course;
- g. Knowledge of supervisory principles and practices;
- h. Knowledge of various plant life typical of Pennsylvania golf courses and their related diseases and growth characteristics;
- i. Knowledge of the operation of a retail sales facility;
- j. Knowledge of the records, reports and forms required in golf course operations and maintenance;
- k. Ability to plan, direct and coordinate daily operations and maintenance activities of a nine-hole golf course and related golf facilities;
- l. Ability to supervise staff in a manner conducive to full performance and high morale;
- m. Ability to determine necessary landscape maintenance work in accordance with the specialized requirements of a Pennsylvania golf course;
- n. Ability to establish and maintain effective working relationships with staff, superiors and golf course patrons;
- o. Ability to provide effective assistance in planning and implementing golfing tournaments, and other golfing events;
- p. Ability to prepare and review records, reports and forms required in golf course operations and maintenance and retail sales activities;

- q. Excellent communication skills, both written and oral;
- r. Ability to work efficiently and effectively with employees of other City Departments;
- s. Ability to work with minimal supervision;
- t. Valid Pennsylvania Drivers License;
- u. Ability to physically perform the duties listed above.

**4. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- a. Position requires walking, bending, stooping, climbing, working from a reclined and elevated position, crawling and lifting of up to fifty (50) pounds up to twenty (20%) percent of the time.

**5. OTHER:**

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.

---

Christine M. Jensen, SPHR  
Director of Human Resources  
July 19, 2007

**INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.**

**THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.**

**THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.**