

<b>Title:</b>	Ski Area Manager
<b>Department:</b>	Mt. Pisgah/Parks
<b>Location:</b>	Village of Saranac Lake
<b>Jurisdictional Class:</b>	Competitive Class*
<b>Full-Time:</b>	40 hours per week
<b>Application deadline:</b>	Until position is filled
<b>Annual Salary:</b>	\$45,843.00
<b>Re-Posting date:</b>	September 4, 2020
<b>Residency:</b>	Residency is waived

**NOTE: Previous applicants need not re-apply.**

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### **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent has charge of the seasonal operation of the Mount Pisgah Ski Center and park. The duties involve responsibility for the operation, repair and maintenance of facilities at the Ski Center and park. Additionally, the Ski Area Manager is responsible for promoting the use of the facilities at the Ski Center through the news and other communications media by contracts with individuals and groups interested or potentially interested in skiing and in various other ways encouraging the general public to take advantage of the opportunities for recreation offered at the Ski Center and all other activities available at the park. The work is performed under general direction of the Village Manager. Supervision is exercised over a number of subordinate skilled and unskilled employees, as well as volunteer groups. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- A. Supervises the day-to-day operation and maintenance program of the Ski Center which contains equipment and facilities as T-bar lifts, rope tows, snowmaking machines, first aid rooms and service buildings;
- B. Develops plans, coordinates, promotes and implements special events and festivities to increase attendance, ticket sales and use of the facilities;
- C. Inspects and has charge of the resurfacing of slopes and trails;
- D. Plans and directs the maintenance and care of ski slopes, tubing slopes and grounds;
- E. Oversees the work of snow makers, members of the ski patrol and other ski area personnel;
- F. Directs the reconditioning of grounds to enhance the retention and proper use of snow;
- G. Inspects facilities for safety and efficiency;
- H. Maintains public relations by addressing groups, answering inquires and preparing news releases and advertising;
- I. Prepares operating, financial, accident and other various reports;

**\*Competitive:** must take and pass an examination and be reachable for appointment (one of the top three candidates).

- J. Develops and institutes with the Village and all interested volunteer groups necessary changes as directed by the Village;
- K. Provides various documentations in reference to grant applications and initiatives to assure proper reporting;
- L. Performs other duties as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- A. Thorough knowledge of the methods, materials and tools used in the preparation and maintenance of a ski center;
- B. Good knowledge of the New York State Ski Code;
- C. Good knowledge of first aid as applied to accidents on the ski slopes;
- D. Working knowledge of landscaping or grounds keeping as it applies to the maintenance and care of ski slopes and trails;
- E. Ability to layout and supervise the work of others; ability to make mechanical repairs;
- F. Reliability.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **and**:

- A. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree or higher with specialization in landscape architecture, building or facility management, construction technology, construction management or a related field and one (1) year of supervisory experience; **or**
- B. Graduation from high school or possession of a high school equivalency diploma **and** three (3) years of supervisory experience in construction, building or facility maintenance or landscape work on outdoor recreational areas, one (1) year of which must have been supervisory experience; **or**
- C. An equivalent combination of training and experience.

**NOTE:** Verifiable part-time work in the areas above may be pro-rated toward full time experience.

**HOW TO APPLY:**

1. Please send a resume and [application](#) with references to:  
Village of Saranac Lake  
Attn: Payroll Department  
39 Main Street  
Suite 9  
Saranac Lake, NY 12983

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2. Applications will be accepted until position is filled.
3. The Village will contact prospective applicants to schedule interviews; please do not call the office directly.

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