



Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294
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Web Site: www.saranaclakeny.gov

Ski Area Manager

Department: Mount Pisgah Recreation Center

Location: Village of Saranac Lake

Jurisdictional Class: Competitive

Seasonal: 40 hours per week

Application deadline: Until position is filled

Starting Annual Salary: \$26.36/hour

Residency: Residency is waived

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent has charge of the operation of the Mount Pisgah Ski Center and parks. The duties involve responsibility for the coordination, operation, repair and maintenance of facilities at the Ski Center and related areas. 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 and related areas. 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:

- Supervises the day-to-day operation and maintenance program of the Ski Center and related areas, which contain equipment and facilities, such as T-bar lifts, rope tows, snowmaking machines, first aid rooms, restrooms, and service buildings
- Develops plans, coordinates, promotes and implements special events and festivities to increase attendance, ticket sales and use of the facilities
- Inspects and has charge of the resurfacing of slopes and trails
- Plans and directs the maintenance and care of ski slopes, tubing slopes and grounds
- Oversees the work of snow makers, members of the ski patrol, other ski area personnel, and volunteers
- Directs the reconditioning of grounds to enhance the retention and proper use of snow
- Inspects facilities for safety and efficiency
- Maintains public relations by addressing groups, answering inquires and preparing news releases and advertising
- Prepares operating, financial, accident and other various reports
- Develops and institutes with the Village and all interested volunteer groups necessary changes as directed by the Village

- Provides various documentations in reference to grant applications and initiatives to assure proper reporting
- Performs other duties as assigned

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

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

MINIMUM QUALIFICATIONS:

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

- 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**
- Graduation from high school or possession of a high school equivalency diploma **and** three (3) years of experience in the building trades, project management, building or facility maintenance or landscape work, one (1) year of which must have been supervisory experience; **or**
- An equivalent combination of training and experience.

PLEASE NOTE:

Verifiable volunteer or paid part-time work in the areas above may be pro-rated toward full-time experience.

Date Posted: 5/7/2024

Expire Date: Open until filled

Contact Name: Kendra Martin

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