



POSITION DESCRIPTION

Reason for Submission: Update of PD for recruitment	Date: 06/6/2024

Current Job Title:	Eaglecrest Ski Area Manager	PCN:	142005
Department:	Eaglecrest	Division:	Administration
Class Code: 0101	Range: 117	FTE: 1.0	Status:
FLSA: Over-time eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Bargaining Unit:	
Exemption(s):		None <input checked="" type="checkbox"/> MEBA <input type="checkbox"/> PSEA <input type="checkbox"/> IAFF <input type="checkbox"/>	
Supervisor's Title: Eaglecrest Board		Supervisor's PCN: N/A	

Section I: Position Overview

(Briefly summarize the main purpose, service, or product for the existence of the position)

The Eaglecrest Ski Area Manager serves as general manager of the Eaglecrest Ski Area, reporting to the volunteer Board of Directors of the Eaglecrest Ski Area (Board) who reports to the Assembly of the City and Borough of Juneau. This position oversees year-round operation of the Eaglecrest Ski Area. This includes, mountain and business operations, equipment, personnel, public relations, marketing, relationships with concession businesses and community outreach.

The Ski Area Manager is responsible for overseeing management of the mountain in accordance with all standards, ordinances, regulations and applicable laws, in order to provide a safe recreation and working environment. Responsibilities include planning for future development according to Board policies, through by-laws, operations plans, personnel plans, employee and supervisor handbooks, and general direction. The General Manager attends Board meetings and represents the Board at other public meetings at the discretion of the Board. The General Manager is responsible for quality control in the conduct of individual departmental functions and for meeting timelines for service delivery, safety measures, and financial integrity.

This position must show strong abilities in leadership, managerial oversight, and coordination of activities. This requires the ability to foster working relationships with ski area department managers, their appropriate staffs, the Board, the community, clubs, volunteer National Ski Patrol, and the Assembly of the City and Borough of Juneau.

Job Duties

Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Primary responsibilities are those tasks that are basic, necessary, and an integral part of the job. Other responsibilities are those considered peripheral, incidental, or a minimal part of the job.

Functional Area: Operations

Estimated Percentage of Time: 15%



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Oversees management of operations, including Snowmaking, Grooming, Lift Maintenance, Vehicle Maintenance, Power Generation and Water Works Divisions, maintenance, and repairs of the Eaglecrest Ski Area. Additionally clearing (winter and summer), summer trail maintenance, Nordic trail maintenance and track setting, and ski patrol.

Functional Area: Business Management

Estimated Percentage of Time: 20%

Oversees accounting and finances, implementation and management of operational plans, including strategic and business components, development of interim financial reports that clearly interpret business performance, annual budget documents, marketing, public relations, community outreach, and sales and ticketing. Keeps informed of evolving trends in the winter sports industry and tourism industry.

Functional Area: Supervisory Controls

Estimated Percentage of Time: 20%

Overall management guidance and oversight for this position is from the Eaglecrest Board of Directors. Work is assigned in terms of Board goals and expectations. The Ski Area Manager carries out managerial responsibilities independently utilizing the Board for consultation. Work is reviewed for achieving Board goals, policies, and expectations.

Functional Area: Lodge, Facilities and Maintenance

Estimated Percentage of Time: 15%

Oversees management of lodge operations, including rental, retail and repair, bus schedule and operation, janitorial duties, lodge and facility rentals, food service, Snowsports School, lift and vehicle maintenance, building maintenance, including lodge and other outbuildings

Functional Area: Planning

Estimated Percentage of Time: 20%

Plans, maintains, updates and executes an area management plan approved by the Board with input obtained by the Board, staff and members of the public to determine information needs for the ski area.

Functional Area: Representations

Estimated Percentage of Time: 10%

A key duty of this position is the ski area managerial representation of the Board policies. As such, is the key link between the Board and ski area stakeholders and interests in Southeast Alaska. Importantly, is the principle point of contact between the Board and interested constituents on a day-to-day operational basis. Actively engages the community and the Board to determine how ski area management can deliver and/or facilitate the delivery of excellent recreational opportunities.

Licenses and Certifications Required

(CPR, First Aid, CDL or Alaska Driver's License, Professional Licenses etc.)

Valid Alaska Drivers License at time of appointment and for continued employment.

Section II: Physical, Mental, and Environmental Conditions & Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), Occupational Safety Health Administration (OSHA), and Blood-borne Pathogens Standards, it is necessary to specify the physical, mental, and environmental conditions of the ESSENTIAL DUTIES of the job. Use the following codes to complete this section:

NA: Not required of the position

NE: Required, not essential of the position

O: Occasional, up to 33% of the time; ESSENTIAL of the position

F: Frequent, ESSENTIAL of the position



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PHYSICAL:

Bend: ☐ **Sit:** ☐ **Squat:** ☐ **Stand:** F
Crawl: NE **Walk:** F **Climb:** NE **Kneel:** NE
Swim: NA **Lifting (up to 20lbs):** F **Lifting (20lbs-50lbs):** F
Lifting (over 50lbs): ☐ **Push/Pull objects:** ☐ **Read:** F
Hold/handle objects: F **Reach above shoulder level:** NE
Distinguish Colors: F **Hearing conversation/sounds:** F
Distinguish odors by smell: NA **Use fine finger movements:** F
Use of hazardous equipment: NE **Seeing objects at a distance:** NE
Seeing objects peripherally: NE **Seeing close work (e.g. typed print):** F
Other: NA

MENTAL:

Read/Comprehend: F **Write:** F **Perform Calculations:** ☐
Problem solving: F **Reason and Analyze:** F **Multi-task:** F
Work Cooperatively w/others: F **Direct, control, and plan:** F
Perform under constant/changing deadlines: F **Influence people:** F
Manage confidential information: F **Comprehend and follow instructions:** F
Make presentations to public forums/committees: ☐
Manage and/or lead work of others: F **Other:** NA

ENVIRONMENTAL:

Is exposed to excessive noise: ☐ **Is around moving machinery:** ☐
Works in confined spaces: NE **Work at heights (towers, poles):** NE
Exposed to changes in temperature and/or humidity: NE
Exposure to infection, germs, or contagious diseases: NE
Exposure to insect bites/stings: NE **Exposure to electrical current (not outlets):** NE
Exposure to materials potentially contaminated by blood or bodily fluids: NA
Driving cars/trucks/boats: ☐ **Driving heavy equipment:** NE
Other: NA

Special Requirements of Employment		
<input type="checkbox"/> Overtime	<input checked="" type="checkbox"/> Must be willing to work nights and/or weekends.	<input checked="" type="checkbox"/> Must be available for on-call assignments and/or alternate work schedule
<input checked="" type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Travel outside of normal business hours & outside normal hours.	<input checked="" type="checkbox"/> Travel, to include overnight stays.
<input checked="" type="checkbox"/> Must comply with all workplace safety requirements.		



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<input checked="" type="checkbox"/> Other: Core Competencies (Key Attributes) expected of this position: Confidentiality: Must be able to keep employee personnel and medical information confidential.									
Section III: Supervisory Responsibilities and Authority									
No Authority (NA)					Position does not have authority to take action.				
Recommend (R)					May make suggestions of action to their supervisor.				
Prior Approval (PA)					Position must inform supervisor and obtain approval before taking action.				
Complete Authority (CA)					Incumbent is authorized to take action without approval from their supervisor; must inform supervisor of any action taken.				
Indicate if the position is a Supervisor <u>OR</u> a Lead. This position is a Supervisor: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> This position is a Lead: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> The boxes below are used to designate this position's level of authority and responsibility.									
PCN(s): 142002, 142003, 142004, 142014, 142015					Job Title(s): Mountain Safety Manager, Director of Snow Sports, Base Operations Manager, Lift and Vehicle Maintenance Manager, Marketing and Events Manager				
Train	Evaluate Performance	Schedule Work	Authorize Leave	Certify Timesheets		Appoint/Promote	Authorize Overtime	Discipline	Adjudicate Grievances
X	X	X	X	X		X	X	X	X

Certifications:	
I have reviewed this position description and certify that all the information cited above is accurate and complete to the best of my knowledge.	
Employee (required*):	Date:
Supervisor (required*):	Date:
Division Head:	Date:
Department Director (required*):	Date:
COMMENTS	
(desirable attributes, special software or equipment used, proposed changes to minimum qualifications)	



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1. Broad knowledge of all aspects of ski area management, including individual departmental functions.
2. Team player, committed, efficient, alert, positive, courteous, problem solver.
3. Strong communication, customer service and managerial skills.
4. Strong accounting, bookkeeping, inventory and budgeting skills.
5. Adequate computer skills.
6. Knowledge of regulations, laws and codes regarding safety, insurance, benefits, human resources, workers' compensation and labor management.
7. Extensive personnel management experience.
8. Experience in planning and executing projects.
9. Dependable, punctual, responsible, thrive in high-energy environment.
10. Must be a "hands-on" manager, able to fill in for other managers.
11. Promote and exhibit excellent customer service and customer relations skills.
12. Understanding and experience in marketing, promotions, and community outreach.
13. Must be Alcohol, Tobacco and Firearms (ATF) eligible in order to oversee avalanche safety protocols.