

GOLD BUG PARK BLACKSMITH SHOP COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction of the Gold Bug Park Maintenance and Operations Specialist, this position is responsible for the overall supervisory and administrative work required for the safe, efficient and educational operation of the Blacksmith Shop located within historic Gold Bug Park. The blacksmith shop operations directly support the park's public education goals and activities by providing the accurate description, depiction and demonstration of historic blacksmithing principles and operating procedures. To meet these goals this position manages the shop's inventory of tools, metal working stock and supportive production materials. This position directly supervises the daily operation of the blacksmith shop and its staff and volunteer blacksmiths; meets, greets and educates the public in the understanding of the history and importance of blacksmithing as it relates to mining operations; supervises staff and volunteer blacksmiths who are engaged in the meeting, greeting and education of the public. This position will also work with the park's Gift Shop Coordinator to develop artisan products for gift shop sales.

IDENTIFYING CHARACTERISTICS

This is a single position classification responsible for the operation of the Gold Bug Park blacksmith shop. Positions at this level provide lead supervision to assigned staff and volunteers, perform the more technical management related work, and perform a variety of specialized duties related to the administration and safe operation of the Blacksmith Shop. Employees at this level are required to be fully trained and familiar in all procedures related to their assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Organize and plan for the overall operation of the Blacksmith Shop in compliance with city policies and procedures and under the general safety policies and procedure guidelines provided by Cal OSHA and the California Blacksmithing Association (CBA).
2. Supervise the collection and coordinate the deposit of public cash donations made in support of the Hangtown Gold Bug Park Development Committee (HGBDC); maintains donation records and provide reports to the HGBDC Treasurer.
3. Operate, provide training in the operation of, and supervise the use, care and operation of the Blacksmith Shop and its contents.
4. Perform regular inventory of tools, equipment, merchandise and metal stock for use in preparation of regular operating reports to HGBDC and in preparing budget forecasts for the HGBDC and City.
5. Serve as a buyer and meet with vendors and product representatives to select tools and materials required to safely meet the educational and public demonstration goals of the park.

6. Maintain product quality levels in conformity with the institutional image and audience served.
7. Solicit, recruit, interview and select staff and volunteer blacksmiths.
8. Provide an organized, on-the-job staff training program; keep records and makes administrative and personnel reports as necessary.
Supervise and coordinate the work of staff and volunteers; plan staff/volunteer work schedules according to projected park activities.
9. Conduct ongoing staff/volunteer training in blacksmithing and safety protocol.
10. Meet, greet, and assist the public in understanding the importance of blacksmithing for mining operations.
11. Must have good organizational skills.
12. Must be able to work with money accurately and securely and be accountable for donations made at the Blacksmith Shop and Stamp Mill.
13. Must be able to operate an adding machine.
14. Must have excellent skills in customer service, employee and volunteer management.
15. General knowledge of Windows based computer operating system.
16. Verify the work of assigned employees and volunteers for work accuracy, for proper work methods, techniques, and compliance with applicable safety standards and specifications; ensures adherence to safe work practices and procedures.
17. Performs a variety of financial planning and management duties associated with the Blacksmith Shop operation; participates in budget development including communicating Blacksmith Shop financial needs to the HGBDC and City management staff; monitors budget expenditures.
18. Participates in the development of goals and objectives related to the administration, operation, and maintenance of the Blacksmith Shop; participates in the development and implementation of related policies and procedures; recommends changes and improvements to existing Blacksmith Shop operations to ensure compliance with safety and educational goals.
19. Provides support to the HGBDC and City staff in the development of short and long term park goals and objectives; prepares various documents and reports as requested; meets with HGBDC, City staff and other functionaries as required and requested.
20. Participates in the selection of new staff and volunteers; participates in interviewing and evaluating perspective blacksmiths.
21. Participates directly in the education and training of staff and volunteers in relation to safe work practices and procedures and public education.
22. Utilizes proper safety precautions related to all work performed.
23. Performs related work and duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic procedures, methods, and techniques of budget preparation and control.
- Principles of lead supervision and training.
- Project planning, implementation, development, and monitoring principles and practices.

- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of record keeping.
- Basic office procedures, methods, and equipment including computers and supporting software applications.
- Basic accounting principles.

Ability to:

- Lead, organize, and review the work of staff and volunteers.
- Oversee the overall organization and operation of the Blacksmith Shop.
- Develop relationships and partnerships with volunteer groups and other outside agencies and organizations that assist the park in achieving its goals.
- Interpret, explain, and enforce department policies and procedures.
- Ensure adherence to safe work practices and procedures.
- Demonstrate the proper and safe use of tools and equipment.
- Participate in budget development and administration.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training or college level course work in blacksmithing, metal fabrication, art and/or business administration or related field is desirable.

Experience:

CBA Level 1 skillset or two years of increasingly responsible experience in operational management and methods; must be able to demonstrate familiarity with the CBA processes, procedures, methods and techniques.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor /outdoor, fully functional blacksmith shop facility; limited travel to different locations; may be exposed to inclement weather conditions in an unconditioned shop; work in direct proximity to fire, water and dust; work and walk on various types of surfaces including dirt, gravel, slippery and uneven surfaces; be required to work extended hours including evenings, weekends and holidays.

Physical: Primary functions require sufficient physical ability and mobility to work in an operating blacksmith shop to lift, carry, push, and/or pull light to moderate amounts of weight of up to 50

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pounds; to operate hand tools, machinery and mechanical devices requiring repetitive hand movement and fine eye-hand coordination; to travel to other locations using various modes of private and commercial transportation; and to verbally and accurately communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.