

## **Career Stage Descriptions**

### **Operational Jobs**

#### **General Guidelines:**

- *Career stage descriptions are not intended as a replacement for more detailed job descriptions. Rather, they have been included to provide high-level guidance on the duties and responsibilities typically within the scope of the specific career stage.*
- *Management career stages required within a functional area vary significantly based on size and complexity of the operation, and organizational impact of the work performed.*
- *Oversight and management of small to medium sized, low to medium impact, and /or less complex/technical functions tend to be performed by Assistant Manager through Manager levels.*
- *Larger, higher impact, and/or more complex/technical functions tend to require the knowledge, skills, abilities and experience of Senior Manager and Director levels in managing the applicable organization.*
- *Careful evaluation and judgment and close collaboration with Corporate Compensation is advised when establishing new management levels, promoting current incumbents into higher levels, or changing organization structures and position levels.*

#### **Operational Career Stage Descriptions:**

- ✓ **Entry:** Beginner level position for the job function. Typically, little or no prior relevant work experience is required. Acquires the basic knowledge and skills needed to function successfully. Skilled trade positions (e.g., grooming, snowmaking, building maintenance, etc.), may remain at this level for several seasons (years), as employee learns and enhances skills necessary to perform at higher levels within the function.
- ✓ **Intermediate:** Individual contributor position that typically performs more complex work at a higher skill level than the Entry level. Prior experience, skills, and training are generally required to perform successfully at this level. May train entry positions.
- ✓ **Advanced:** Typically, employee is highly skilled and knowledgeable about all aspects of the position. Responsible for performing the most complex work within the job function, which generally requires extensive experience, background and/or training. Functions independently, and requires little or no guidance. May train lower level positions.
- ✓ **Specialist:** In addition to fulfilling requirements of Advanced level, possesses and utilizes specialized skills which are required for the effective functioning of the organization. Likely to provide training and serve as a resource to colleagues with less experience.
- ✓ **Lead:** Directs the day-to-day work of employees within area of responsibility but does not have direct reports. Enforces policies and procedures; provides training and guidance as needed; resolves issues and problems. Performs all tasks for which work group is responsible as necessary.
- ✓ **Team Lead:** This is a supervisory position, with direct reports. Responsible for hiring/staffing, scheduling, and performance management/evaluations. Also fulfills day-to-day work responsibilities for the organization as needed. This is an hourly position, as it does not meet the requirements to be classified as exempt under the FLSA.

- ✓ **Supervisor:** Supervises the work of a group of direct reports. Responsible for performance management and evaluations; hiring and staffing, scheduling. Enforces policies and procedures. Directs day-to-day work of employees, through supervision of lead staff or directly. Supervisory responsibilities may be limited to a specific shift or a portion of a function, facility or location. May assist with training and payroll.
- ✓ **Assistant Manager:** Responsible for most or all management functions, including department oversight, budget, training, and staffing, but for a smaller area, specific group or department, a lower impact operation, and/or a function with limited complexity. In a larger, more complex/technical, and/or higher impact operation, functions as second in command to Manager or Senior Manager. May function as “Junior Manager”, or as a staging position for future management opportunities. Typically, supervises the work of direct reports, including performance management and evaluations, hiring and staffing, scheduling, and policy and procedure adherence, directly or through lead staff.
- ✓ **Manager:** Typically, responsible for full range of management functions, including planning and strategy, department oversight, budget, training, and staffing. Organization/function managed typically is characterized by limited to moderate complexity and organizational impact, and/or is a medium to large operation, function or group. May be responsible for external relationships and compliance. In the largest and/or most complex/technical operations, typically reports to Senior Manager or Director who is responsible for overall direction and strategy of the functional area.
- ✓ **Senior Manager:** Typically, responsible for planning and strategy, department oversight budget, training, and staffing for more complex/technical, multi-location or multi-facility, and/or larger function or group. May be responsible for external relationships and compliance. Often, management positions which require the highest level of knowledge and proficiency in a complex or highly technical area are classified at the Senior Manager level.
- ✓ **Director:** For largest, highest impact, and/or most complex/technical functions, responsible for planning, strategy, department oversight, and budget. Typically, responsible for multiple functions, locations, and/ or departments. Executive responsibility for long-term planning, construction, design, growth, and achievement of high-level functional goals, as applicable.
- ✓ **Sr. Director:** For largest, highest impact, and/or most complex/technical functions, responsible for planning, strategy, department oversight, and budget. Typically, responsible for multiple functions, locations, and/ or departments, usually incorporating multiple distinct disciplines. Goals are achieved by providing leadership to Directors and Sr. Managers. Executive responsibility for long-term planning, construction, design, growth, and achievement of high-level functional goals, as applicable.