

## **PARKS AND RECREATION BUILDING SUPERVISOR JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:** Oversee recreational activities and building rentals held at the Kennedy Memorial Building and the Senior Building.

**SUPERVISION RECEIVED:** Work is performed under the supervision of the Parks and Recreation Department Head

**TYPICAL EXAMPLES OF WORK:** (THESE EXAMPLES DO NOT INCLUDE ALL OF THE TASKS WHICH AN EMPLOYEE MAY BE EXPECTED TO PERFORM. TASKS MAY VARY.)

- Responsible for the security and safekeeping of the Kennedy Memorial Building and Senior Building.
- Responsible for specific set up of rooms for use. Set up and/or take down tables and chairs and sound system for our programs.
- Responsible for basic cleaning and maintenance tasks, such as: vacuum the offices and carpeted areas throughout the buildings; clean and dust the offices; wash off counter and dishes in workroom; spot mop spills, clean off tables and desks; clean windows inside and out; sweep, shovel and salt sidewalks as needed.
- Register participants for classes; enter information into computer accurately.
- Answer telephone and assist visitors with information about Parks and Recreation activities. Be knowledgeable of all programs and activities offered by the Recreation Department.
- Collect room rentals and deposit money from groups using the facility, issue receipts; deposit money in designated areas.
- Direct groups and activities to their proper room locations and assist in making the facility serve the needs of the group using it.
- Monitor all groups and rentals to ensure they abide by the rules outlined in the Building Reservation Policy.
- Monitor all traffic that enters the buildings.
- Assist the director and office staff as needed with clerical duties, etc.
- Be energy conscious. Keep rooms at appropriate temperature and light levels, both during use and when empty.
- Keep adequate inventories of supplies in the Building; i.e. toilet tissue, hand towels, hand soap, etc. Let office personnel know if supplies are low. Keep all restrooms appropriately stocked.
- Report all information in writing to the office that pertains to the maintenance, program scheduling, money, messages, etc. that affect the operation of this Department.
- Review cleanup procedures with renters and inspect buildings for cleanliness and damage before they leave.
- Verify buildings are secure at the end of shift.

**The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.**

## **Part Time Building Supervisor**

### **Job Description**

#### **Page 2**

#### **MINIMUM REQUIREMENTS:**

- High School Graduate or G.E.D.
- Legally employable in the United States
- 18 years of age or older
- Ability to pass written examination, physical with drug screen and fingerprint/criminal history/driving record check

#### **SPECIFICATIONS: KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to understand and follow both written and oral instructions
- Ability to lift and carry a minimum of 20 pound loads
- Ability to work indoors and outdoors
- Ability to stoop, bend, etc
- Ability to perform manual labor

#### **PHYSICAL DEMANDS:**

The physical demands described here 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 functions. While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computers and various office equipment. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** Must be able to concentrate on fine detail with some interruption. Able to remember task/assignment given to self and others over long periods of time. The noise level in the work environment is usually moderately quiet.