

JOB DESCRIPTION

# *JOB INFORMATION*

Title: Facility Supervisor

Classification: Supervisory IV/Non-Exempt

Salary Range: Salary adjustments are determined on an annual basis by the Board of Park Commissioners

Benefits: Standard Benefits of the District are provided

Supervisor (s): Facilities Manager

# *JOB SUMMARY*

The primary functions are to assist in the maintenance and janitorial tasks supporting the BSC Aquatic and Wellness Center (BSC AWC) and Capital Racquet and Fitness Center (CRFC). In addition, the employee will be assigned tasks supporting other divisions, areas and facilities within the Bismarck Parks and Recreation District (BPRD) system. Employee is responsible for safe efficient operation of equipment, tools, and safe work procedures on the job and directly accountable for own actions or inaction and is to take direction from assigned supervisors for successful completion of tasks or other supervisors within the division. Employee may be responsible and accountable for the supervision of full-time, seasonal, and other employees or volunteer/low cost labor, as assigned.

# *JOB DUTIES AND TASKS*

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification.  They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.*

*\* ESSENTIAL FUNCTIONS*

**\* Maintenance and Custodial**

Light construction work is common, as are minor repairs to equipment, vehicles, buildings, and grounds.

Responsible for safe operation of all equipment, due care and safety in handling pesticides and other chemicals, safe job practices on job site(s), as well as upkeep of vehicles, tools, and equipment.

Operation of trucks, tractors, trailers, light equipment, and power hand tools, turf care, maintenance of facilities, construction, and some carpentry.

Perform a variety of tasks that range from skilled to unskilled work.

Responsible for safe and efficient operation of equipment, tools, and on the job safety.

Clean and maintain various parts of the facility (group fitness room, weight room, locker rooms, pools, etc.).

Keep building and premises neat and clean at all times (includes snow shoveling and removal).

Capability to lift and carry objects up to 50 pounds alone or heavier lifting with other employees.

**\* Other Essential**

Responsible to inform supervisors or proper staff person of job problems, broken equipment, building damage, potential safety violations, and to inform supervisor that certain tasks were not completed before accepting new assignments.

Supervise full-time, seasonal, or temporary employees, including evaluation of seasonal employees.

Responsible for personal neatness, attire, vehicle cleanliness, equipment, supplies, communication of repair needs, and job site neatness.

Develop and maintain positive working relationships among staff and to represent the BPRD in a positive manner at all times.

Maintain records and reports relating to maintenance, operation, and improvements.

Follow all BPRD ordinances, policies, and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual, and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Efficiently adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Other duties as assigned.

Other Duties and Tasks

Inform supervisors prior to running out of supplies or scheduling special tools or equipment.

Assist individuals and groups as needed within the policies and procedures of the BPRD.

Assist supervisors in developing a schedule of tasks that are done daily, weekly, monthly, bi-yearly and yearly.

Report major repairs and or damages to supervisors.

# *JOB SPECIFICATIONS*

The position requires an Associate’s Degree or higher in a field related directly to the job description or high school diploma (or equivalent) with a minimum of three years’ experience related to the job description, a valid driver’s license, and the ability to lift and carry objects 50 pounds or heavier lifting with other employees.

Preferred qualifications include additional education or experience directly related to the job description such as carpentry, construction, welding, plumbing, turf care, small equipment operation, facility and ground maintenance, HVAC and understanding of boiler operations and/or certifications related to the position such as Certified Pool Operator or CPR/First Aid/AEDs.

Knowledge of principles, practices, philosophies, techniques, accepted standards, and methods of the parks and recreation field and building maintenance, janitorial duties, irrigation systems, plumbing, welding, and grounds maintenance.

Ability to communicate effectively verbally and in writing, must be able to read, understand, and interpret labels on pesticides, reports, manuals, and other oral or written instructions; prepare written reports and report problems to supervisors; ability to manage multiple tasks simultaneously and to establish and maintain effective working relationships with District personnel, groups, associates, agencies, and individuals.

Skills include experience in performing manual to skilled maintenance work, successful experience operating a variety of light equipment and power tools and small equipment operation, HVAC and understanding of boiler operations.

# *WORKING CONDITIONS*

Employee is required to be on time and work 40 hours a week.

Overtime may be required in certain situations. Absences must receive prior approval of supervisor.

Work will include activity outdoors and requires working under extreme conditions at times.

General public contact is extensive.

The schedule will be completed by the supervisors according to the activities scheduled at the facilities.

Position will require evening, weekends, and/or holiday hours.

Requires positive attitude and effective cooperation with many user groups that will be using the facilities.

Revised November 2022

Employee Signature Date

Facilities Manager Signature Date

Facilities and Programs Director Signature Date

Executive Director’s Signature Date