



BUILDING SUPERVISOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Leader

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of the Senior Recreation Supervisor or Recreation Leader, supervises patrons during open activity hours, performs manual labor, a variety of skilled, semi-skilled and administrative tasks in the overall appearance and comprehensive maintenance of programs and recreation facilities for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Monitors building to include locker rooms, gyms, fitness center, track, theatre, studio, lobby, theatre, teen center, mini gym and hallways.
- Completes building tracking sheets during assigned shift.
- Sets up and tears down equipment as assigned for special events, rentals, and leagues. Operates the sound system in the theatre as the need arises.
- Available to support and front desk staff while on duty.
- Documents and reports any accidents, incidents or thefts immediately.
- Tours the building every fifteen minutes and documents facility usage on the hour.
- Remains in the facility unless a full-time staff or substitute is in the building.
- Troubleshoots any maintenance problems.
- Secures all parts of the building at the end of assigned shift to include locking all doors/windows and setting the alarm system.
- Drives a fifteen person van for Rec'ing Crew, as required.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.



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REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 21 years of age.
- Obtain CPR, AED and First Aid, within 30 days of hire.
- One (1) year or more of supervisory experience (e.g., military, law enforcement, recreation, school youth leadership, sports, or building management.)

PREFERRED EDUCATION AND EXPERIENCE

- Two (2) years or more of supervisory experience (e.g., military, law enforcement, recreation school youth leadership, sports, or building management.)

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) year or more of supervisory experience (e.g., military, law enforcement, recreation, school youth leadership, sports, or building management.)
- Possess CPR, AED and First Aid certifications, within 30 days of hire.
- Ability to assemble, disassemble, transport and use equipment (including gym mats, electronic equipment, tables, chairs, etc.).
- Ability to perform minor janitorial duties as needed.
- Ability to perform minor repairs using hand tools.
- Strong oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.



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PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- One (1) year or more of supervisory experience (e.g., military, law enforcement, recreation or school youth leadership, sports, building management.)
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Steps vertically three feet to enter a Township vehicle.
- Demonstrates the ability to maintain the strength and stamina required to operate pertinent tools and equipment.
- Grips, lifts, carries, loads and unloads from all necessary Township authorized equipment.
- Any other physical requirements as job changes.