



**Job Title: Facility Maintenance Supervisor**

**Department:** Williston Parks & Recreation

**Status:** Exempt

**Salary Range:** \$47,500-\$65,000

- Adjustments are determined annually by the Executive Director of Parks & Recreation
- Supervisor:** Director Facility Maintenance

**ESSENTIAL JOB DUTIES**

- Responsible for the supervision and overall maintenance/cleanliness of the RFCC and WARC.
- Assist with the Coordination and management all aspects of the buildings including mechanical and electrical systems, as well as the operations and maintenance of the buildings.
- Serves as a hands-on, working manager who is responsible for the overall functionality of the facility.
- Provides for the comfort and safety of staff and visitors to the building and related complex at all times while ensuring that all criteria for WPRD rules and regulations are met.
- Assists with all repair, preventative maintenance, safety, and security concerns. This position must be willing to work non-standard hours, including weekends and evenings. Supervises 4-6 FT and 2-4 PT workers and reports directly to Director of Facility Maintenance
- Is responsible for being a self-starter and strategic planner.

*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.*

**JOB DUTIES/TASKS**

- Facility Management Plans, organizes, performs, and directs the necessary work tasks to ensure the facility is operational, safe, and secure at all times. Ensure consistent standards are incorporated into repairs and building systems. Manages the building's services and maintenance operations. Respond to general maintenance requests and needs.
- Oversees the ordering and stocking of building related supplies. Coordinate the necessary contracts, invoices and scheduling for internal and outside groups.
- Security responsibilities include coordination, with Facility Supervisor, on issues related to keys, cameras, and determining security risks. Develops the procedures and assisting with the implementation of the facility's opening and closing with the Facility Supervisor.
- Conducts regular walk-throughs of the facilities to identify repairs, determine safety concerns and assess security and safety systems. Responsible to perform or assign work tasks to appropriate staff member.
- Conducts and oversee repair, preventative maintenance and to develop systems to track, monitor, and coordinate facility and equipment maintenance requests either departmentally or with outside vendors. Oversees the preventative maintenance, repair and follow-up to all building facilities needs and work requests. Responsible to develop, monitor, and implement maintenance and repair program for the facilities.
- Manages parking lot infrastructure and access gates.
- Monitors the operations of building facility systems, permits/certifications.
- Maintains current knowledge of applicable OSHA and standard building best practices through research and consultation with necessary specialists. Ensure that the facilities comply with uniform building and engineering codes. Provides and coordinate facility maintenance and custodial services and schedule staff to assist for events.
- Provides technical support for all meeting areas.
- Assists in identifying and addressing security risks.
- Responds to building alarms and emergencies including calls after hours as needed.
- Manages the opening and closing of the facility.
- Manages the various warranties and service agreements related to the facility. Analyzes data, reviews reference materials, manuals, building codes and vendor/equipment specifications. Monitors energy conservation measures as appropriate.
- Plans, initiates and coordinates use of the outside resources to accomplish contracted work.



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- Develops and implements detailed procedures for improving work methods, increasing work efficiencies and reducing costs.
- Budgets for the annual capital and operating budget including renovation projects, major repairs, replacement and purchase of needed equipment.
- Oversees budget related to invoices, payment approvals and contracted work to ensure budget limits are met.
- Oversee and maintain all equipment, facility on a daily basis.
  - Areas should be maintained at a high level to meet expectations of our patrons.
- Assist with, and assigns staff, with the setup of facilities for meetings, classrooms, conferences, events, programs etc.
- Follow instructions regarding the use of chemicals and all supplies. Use as all chemicals and all supplies as directed.
- Attend to emergencies when necessary and attend safety meetings and other related meetings.
- Take classes as required in maintenance methods and techniques, new products, First Aid, CPR, and working relationships.
- Assist in the instruction and supervision of community service help.
- Assist with inventory control.
- Safely operate all vehicles and other job related equipment.
- Support and enforce all policies, safety regulations and guidelines, established by the Director and/or Facility & Program Director.
- Perform related duties as required.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of maintenance of facilities
- Knowledge of equipment operation and maintenance procedures
- Skill in the operation and maintenance of assigned tools and equipment
- Position requires a general knowledge of standard building and security practices, and knowledge of hazards and safety precautions and procedures.

### **SUPERVISORY CONTROLS**

- The Assistant Facility Maintenance Supervisor assigns work to RFCC/WARC Maintenance in terms of somewhat general instructions. The Supervisor spot checks completed work for compliance with instructions and established procedures and the nature and propriety of the final results.
- Potentially supervises 4 fulltime employees and 2-4 part-time employees. provide needed training and development to ensure professional working atmosphere. Designs schedules and assignments; regularly review work and provide feedback; prepare and discuss performance appraisals to ensure successful performance; carry out performance appraisals, initiate corrective action as needed; recommendation of employee termination if appropriate.

### **GUIDELINES**

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific, but may require some interpretation in application

### **WORKING CONDITIONS**

- The work is typically performed indoors, occasionally outside in the cold or inclement weather conditions. The employee may be exposed to noise, dirt, dust, grease, irritating chemicals, and machinery with moving parts. The work requires the use of protective devices such as gloves, masks, or goggles
- The work is typically performed while sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment that require a high degree of dexterity



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### **MINIMUM QUALIFICATIONS**

- Experience in an industrial, commercial, park district or educational environment with hands-on daily maintenance repair and coordination of work tasks.
- Good troubleshooting ability.
- Possess basic skills of machining and mechanical assembly.
- Must have demonstrated experience in project management including budget oversight and the ability to work well with outside contractor's / vendors, inside trades personnel, students, administrators, and staff.
- Possess basic knowledge of minor repairs and tool usage and ability to learn building maintenance-related processes and procedures of the very unique WARC in a timely manner. Demonstrated experience and ability to manage several issues simultaneously.
- Demonstrated ability to work in an environment with stressful situations requiring immediate problem solving.
- Individual must be able to respond to emergency building and equipment problems and take appropriate corrective action.
- Hands-on experience in building maintenance and equipment repair tasks
- Analytical and problem solving – gathering and synthesizing complex or diverse information and identifying and resolving issues in a timely manner, skillfully.
- Written and oral communication – writing and speaking clearly and persuasively in various situations including email, group presentations, and conducting meetings.
- Delegation - delegating work assignments, giving authority to work independently, setting expectations, monitoring delegated activities, and providing accountability.
- Leadership - inspiring and motivating others to perform well and accept feedback from others.
- Customer services and quality management – providing and expecting exceptional customer services: looking for ways to improve and promote quality and demonstrating accuracy and thoroughness.
- Respectful Workplace – creating and maintaining a culture of respect and inclusion in which employees are valued, conflict is addressed appropriately, and inappropriate behavior is addressed swiftly.
- Judgment – displaying willingness to make decisions, exhibiting sound and accurate judgment, and making timely decisions.
- Planning/Organizing – prioritizing and planning work activities, using time efficiently and developing realistic action plans.
- Safety and Security – observing safety and security procedures, using equipment and materials properly and expecting employees to do the same.
- Proficient use of a computer for word processing, electronic communications, and automated programs for managing the facilities is required.
- Valid Driver's license required at all times.
- Must be 18 years old
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Current CPR Certification, or able to obtain within 6 months
- Ability to work weeknights and weekends as needed
- Ability to work with limited supervision
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field
- The knowledge and ability to manage multiple tasks
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation