



## Eaton Area Park & Recreation District

### Facilities Supervisor

FSLA Status – Exempt

Salary Range - \$50,000-\$65,000

#### **SCOPE OF POSITION**

Plans, organizes, and completes comprehensive facilities supervision services for the Eaton Area Community Center and Eaton Area Athletic Complex. Provides professional and technical staff assistance. Performs skilled and semiskilled work in the area of building & grounds maintenance and management including the aquatic center, turf, landscaping and irrigation management, knowledge of HVAC, electrical and other building systems, and the ability to manage personnel effectively. Receives broad instructions and technical advice from May also act in a supervisory capacity for the entire complex on a rotating basis with other management team members. 6+ years of relative experience in a full-time capacity and 3+ years in supervisory role preferred. Bachelor's degree or trade degree preferred.

#### **EXAMPLES OF DUTIES:**

Monitors the Community Center building mechanical operations and assures that all equipment is operating efficiently. Performs minor repairs and routine maintenance to the equipment as needed. Keeps accurate records of maintenance and schedules future replacements. Schedules major repairs in a timely manner to ensure user comfort and minimize down time of the facility. Coordinates closely with other building staff and recreation division employees to meet the programming needs of these employees. This includes set-ups for community rooms, gymnasium, etc. Routinely checks facility scheduling to allow for advance set-up of facilities. Performs outside maintenance



including the following: irrigation repair, mowing, snow removal, watering, landscape maintenance, planting, ice rink assistance, clean-up, and miscellaneous repairs and equipment installation. Performs inside maintenance including the following: minor plumbing, electrical, painting and carpentry; janitorial, and equipment repairs and installations. Recruits, hires, trains, evaluates and initiates discipline of janitorial and building supervision staff. Ensures staffing that will assure building cleanliness. Orders and inventories the necessary building maintenance materials, operating supplies including janitorial supplies and small tools. Proposes an annual budgeted amount to supervisor for these items. Alerts supervisor to potential public safety hazards, mechanical repairs, and maintenance requirements. Is empowered to make decisions in emergency situations to correct maintenance and mechanical problems. Services and performs minor repairs on all mechanical tools.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Post high school training including college education, trade school, or military is highly desired. Six years' experience in a trade or trades related to the work described. Three years' experience in a supervisory capacity is desired. Working knowledge of basic theories of electricity, plumbing, carpentry, irrigation and construction. Knowledgeable in basic HVAC and other mechanical equipment. Knowledgeable of employment practices and issues. Must be able to communicate effectively, both verbally and in writing, in English. Bi-lingual speaking ability is desired. Skilled in the use of a variety of hand and power tools and equipment. Ability to work independently yet cooperate with other division employees to foster a positive team atmosphere. Ability to work in a multi-tasked environment. Ability to work safely. Work is performed inside and outside requiring strenuous physical activity and constant exposure to temperature extremes, noise, odors, irritants, dirt, and dust. Must possess or be able to obtain a valid Colorado Driver's License. Ability to trouble shoot problems and make sound decisions regarding maintenance and repairs. Must be congenial and able to work effectively in a public environment.