BUILDING SUPERVISOR - PARKS AND RECREATION
JOB DESCRIPTION

JOB TITLE: Building Attendant	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Recreation Center Supervisor/Community Events Supervisor
PAY GRADE: 7	DEPT: 7210 & 7220 Recreation Center Cultural Center	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Assists the Facility Supervisor with activities at the Recreation/Cultural Center. Performs general maintenance, custodial, program supervision, staff liaison and building security duties.

SUPERVISION EXERCISED: None. Monitors use of facility by program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs daily cleaning and maintenance of facility including restrooms, walls, baseboards, lighting, vacuuming, mopping, and emptying trash.
- Maintains building aesthetics including painting, and minor repairs of interior and exterior areas.
- Organizes and sets up meeting rooms and program activities.
- Monitors building security and condition of the facility.
- Maintains inventory of supplies and equipment; orders supplies as needed and approved by Program Supervisor.
- Acts as a liaison with community groups. Works to resolve general problems.
- Monitors activities and programs throughout the building.
- Participates in team approach to department tasks, supports management decisions, and follows professional protocol.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent.
- Progressively responsible experience, including custodial and general maintenance.
- Prefer college degree or equivalent with course work in recreation or related field.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of facilities operation and maintenance.
- Considerable knowledge of the basic principles and practices of recreation or a related field.
- Considerable supervisory skills.
- Ability to participate in a team approach to management, ability to follow directives and professional protocol.
- Ability of effectively communicate orally and in writing; ability to perform basic mathematical computations.
- Ability to maintain effective working relationships with other employees, and the general public.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups.
- Ability to write and make presentations, maintain daily logs, documentation and reports.
- Ability to define problems, collect information, interpret instructions, and make recommendations to Program Supervisor.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one by date of hire; No more than two (2) moving violations within the last twelve (12) month period; No more than six(6) violation points on your license within the last 24 months.
- CDL with air brake license, preferred.

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 stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb, walk up and down staircases, balance, stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 60 pounds dead weight with knees extended and bending from the waist. Objects include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:
Custodial and general facilities maintenance materials and computer equipment.

ENVIRONMENTAL CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:
Created February 1997.
Revised October 28, 2004.
Revised July 27, 2007
Revised October 21, 2008