

Facility Supervisor (Parks and Buildings)

Job Description

An Employee in this job functions as a facility supervisor at buildings and parks. These employees maintain the operations of facilities and ensure that all policies and procedures of the facility are enforced. Such employee exercises considerable independent judgement to resolve concerns, conflicts and problems of patrons to ensure that services are provided in a safe and professional manner. This person will oversee building security and respond to all emergencies. This employee will be responsible for carrying out the department's hazardous weather procedures; ie: notify park patrons, clear the fields, and make decisions to delay or cancel games while ensuring a safe environment for all park users. The work requires knowledge of the policies, procedures, and regulations of Chesterfield Township Parks and Recreation leagues, programs and facilities. This employee serves as a first-line supervisor at a park or building and maintains records relevant to the work. This employee may perform basic repairs through knowledge of proper use of tools and equipment and notifies the department when additional maintenance of the facility or equipment is needed. This employee works closely with the Parks and Recreation Director to coordinate work efforts and solve problems. Keeps inventory of equipment, supplies, and materials and performs related work appropriate to this classification. The employee interacts with youth and adults in a professional and courteous manner. Oversees the onsite use of fields and facilities and may assist in the cleanliness of the park and buildings.

Starting Wage: \$10.00 per hour

While performing the duties of this job, the employee will frequently need to walk, stand, sit, talk and hear. The employee is occasionally required to operate objects or tools, and reach with arms and hands. At times, the employee may need to climb, balance, stoop or kneel. The job requires frequent light lifting (5-10 lbs.) and infrequent heavy lifting of up to 50lbs. The employee may be asked to operate a motorized vehicle. The employee will work in the field and be exposed to all types of weather conditions.

An application can be picked up at the Chesterfield Township Municipal offices or downloaded online at <http://www.chesterfieldtwp.org/ReferenceDesk/Forms/JobApplication.pdf>

These are part-time, seasonal positions (not permanent). Applicants should be 18 years of age, possess a valid Michigan Driver's License and have dependable transportation. The applicant must have the ability to pass a background check and employment physical. This person must be willing to work alone and available to work afternoon, evening, weekend and holiday shifts. The applicant should have a general knowledge of sports, excellent communication skills, and be able to follow written and oral instructions. This candidate will have the ability to establish and maintain effective working relationships with co-workers, the public and department personnel. Knowledge of a variety of sports equipment used in recreation programming and access to mobile communications is required. This position reports to the Director of Parks and Recreation.

