

Woodmen Hills Metropolitan District / Recreation Centers Building Maintenance Supervisor

Job Title: Building Maintenance Supervisor

Department: RCE & CCW

Reports to: Parks and Recreation Supervisor & Manager

Date: 9/8/2021

To apply, submit resume to jedd@whmd.org.

Summary: Keeps recreational buildings in clean and orderly condition and tends to the furnace, air conditioner, and boiler to provide heat, cool air, and hot water. Maintains proper mechanics of pools, etc. by performing the following duties.

Essential Duties and Responsibilities include the following;

Proactively keeps recreational buildings, pools, parks, and trails in orderly condition.

Keep the pools clean and chemically in balance and in compliance with all County, State and National requirements.

Ordering of pool chemicals and day to day operational building supplies as needed.

Responsible for proper storage of all chemicals in building as well as keeping an up-to-date MSDS log on file at all times.

Assure complete cleanliness of recreation facilities to include the surrounding grounds with the assistance of two subordinate employees by; sweeping, moping, dusting, vacuuming hallways, stairs, office spaces. Cleaning and sanitation of fitness equipment, windowpanes and windows, locker rooms, sinks, urinals, empties trash and shredder receptacles. Maintains a welcoming appearance in surrounding outside grounds maintenance.

Maintains building by performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities.

Replaces air conditioner filters as needed.

Cautions supervisors regarding complaints about excessive building noises, disorderly conduct, or misuse of property.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalk.

Mows lawn, trims shrubbery, and cultivates flowers as necessary.

Assist in the set-up/clean-up of special events held through Woodmen Hills.

Generates creative solutions Demonstrates attention to detail.

Identifies and resolves problems in a timely manner.

Communicates changes and progress; Completes projects on time.

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Observes safety and security procedures; Uses equipment and materials properly.

Must be flexible in hours as facility issues may arise- Must be available on weekends.

Supervisory Responsibilities: Directly supervises two employees in the Custodial Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems at the discretion of the P & R Supervisor & Manager.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Design – Generates creative solutions; Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner.

Project Management – Communicates changes and progress; Completes projects on time and budget.

Technical Skills – Must be able to monitor and control HVAC equipment. Shares expertise with others.

Judgement – Supports and explains reasoning for decisions, Including appropriate people in decision-making process.

Planning/Organizing – Prioritizes and plans work activities; Develops realistic action plans.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality.

Safety and Security – Observes safety and security procedures. Uses equipment and materials properly.

Adaptability – Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent.

Dependability – Commits to long hours or work when necessary to reach goals.

Innovation – Displays original thinking and creativity.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; 1 to 2 years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

Certificates, Licenses, Registrations

Driver's License & Proof of Citizenship a must. CPO certified.

Other Skills and Abilities

Must be able to monitor and control HVAC equipment, read gauges, and meters, perform routine backwash, change filters, etc.
Spanish speaking a plus.

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 regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: 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, an employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and

risk of electrical shock. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud.