

City of Shawano

Building Supervisor

Position Description

With the administrative direction of the Parks & Recreation Activities Coordinator, this position has responsibility for operation of the Recreation Center facility in the absence of the Activities Coordinator and the Director. The employee supervises part-time employees, operates the cash register, answers the telephone, and monitors the weight room, lobby, racquetball courts and the swimming pool. The Building Supervisor is responsible to the Activities Coordinator. All employees are responsible to the Director.

The Following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Department:	Park & Recreation
Status:	Non-Exempt
Supervisor Title:	Activities Coordinator
Direct Reports:	May give direction to part-time employees

ESSENTIAL FUNCTIONS:

1) 80% Responsible for **Building Supervisor** Tasks may include:

- Opens and closes the facility as needed.
- Oversees and monitors the weight room, racquetball courts, meeting room and pool area.
- Supervises other part-time employees in the absence of the Activities Coordinator and/or Director.
- Operates the point-of-sale system, closes out the cash register and makes bank deposits.
- Answers the phone, takes messages and directs calls to the appropriate staff member.
- Assists the public when they come into the facility or call on the telephone.
- Collects funds, issues receipts and records transactions.
- Observes and enforces all rules and regulations of the facility.
- Takes registration for classes and reservations for the racquetball facility.
- Disperses recreational equipment to patrons.
- Handles disciplinary issues and safety concerns that may arise.
- Ensures that the building is secure and that all participants have exited before closing the facility.
- Assists in keeping accurate records of attendance, inventory, and maintenance.

- Performs general office duties, including data entry and record keeping.
- Complies with all departmental rules.
- Assists in keeping the facility, equipment and supplies neat, orderly, and clean.
- Stands, walks, bends, climbs stairs, lifts, and carries supplies and equipment

2) 20% Responsible for additional daily duties. This may include:

- Provide first aid as needed.
- Learn to answer questions and assists customers with general cemetery transactions
- Perform other duties and assist Activities Coordinator / Aquatics Coordinator with programs, events and special projects as assigned.

POSITION REQUIREMENTS:

- **Role:** Employees at this level receive only occasional instruction or assistance as new or unusual situation arise and are fully aware of the operating procedures and policies of the work unit.
- **Impact:** Successful completion of work tasks results in decreased liability, improved utilization of facilities and programs and improves public satisfaction.
- **Latitude:** Most duties are similar from day to day. Exceptional communication skills and ease of social interaction with patrons are required. Numerous decisions not affecting other departments will be made independently based on city policy. Weekly interaction with community organizations and partners is expected.
- **Interaction:** This employee has frequent contact with staff, the general public, coaches, athletic administrators, funeral directors, and outside vendors.
- **Education:** CPR and lifeguard training. Customer service related trainings
- **Experience:** Must gain proficiency with word processing, spreadsheet and specialized software. Or any combination of training and experience.
- **Skills:**
 - Must be at least 18 years of age.
 - Must have legal authorization to work in the United States.
 - Must have graduated from high school or equivalent.
 - Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or local ordinances relating to force, violence, theft, dishonesty, gambling or controlled substance.
 - Must be able to work flexible hours with evening, weekend and holiday work required.
 - Must possess good communications skills and have the ability to follow and give oral and written instructions.

- Must be able to operate a cash register, receive money, write receipts, and give proper change in an accurate and efficient manner.
 - Must be able to handle inquiries and problems efficiently and direct problems to the proper staff member.
 - Must be able to report on time for work and notify the appropriate individual in advance if unable to work.
 - Must be able to establish and maintain an effective working relationship with other employees and the public.
 - Must be able to make accurate visual counts of persons in attendance.
 - Must be able to perform a variety of tasks simultaneously or in rapid succession.
 - Must be able to concentrate and accomplish tasks despite interruptions.
 - Work is performed typically standing, walking, bending, climbing stairs, stooping, and lifting objects weighing up to 45 pounds.
- **Certificates/License:**
 - Valid Wisconsin driver's license
 - Current Lifeguarding, CPR, AED, and First Aid certifications preferred (will provide training)
- **Work Environment:** Frequent working conditions are indoors at a front desk. Working indoors at the pool or outdoors in parks will occur occasionally.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE: