

POSITION DESCRIPTION

Position Title: Maintenance Supervisor
Department: Parks and Recreation
Division: Riverfront Community Center
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: November 22, 2023

GENERAL PURPOSE

Responsible for the care and daily facility maintenance and repairs of the Riverfront Community Center. Supervises the work of staff, performs daily set-up and tear-down of meeting rooms for events and activities, and performs routine cleaning and maintenance tasks throughout the building.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Exercises direct supervision over Custodians, temporary employees, community service workers, and volunteers as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Performs a wide variety of janitorial and building maintenance tasks and/or repairs.
- Manages and supervises assigned maintenance operations to achieve goals within available resources; plans and organizes workloads and maintenance staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Monitors all mechanical systems including boilers, HVAC, alarm panel, elevators, air handler units, exhaust fans, and notifies the appropriate contractor when items are not within specified tolerance.
- Assigns and monitors custodial employees in performance of duties, which may include sweeping, dusting, waxing, mopping, scrubbing, and washing windows, floors, furniture, lockers, showers and restrooms, and other equipment in and around the Community Center and other duties as assigned.
- Performs custodial duties as listed above and responsible for ordering necessary custodial supplies, adhering to City's purchasing policies, and monitors supply inventory. Properly stores all chemicals and cleaning supplies in accordance with accepted safety procedures.
- Performs repair work at intermediate level of difficulty i.e. replace fuses and filters, repairs toilet handles or stopped up toilets. Responsible for being skilled in overall maintenance.
- Assists in development of short and long range maintenance needs and goals; gathers and prepares data for reports and recommendations.
- Assists contractor mechanic/technician on major maintenance/repair work. Monitors all contractors for specification compliance for mechanic systems and other contracts involving the care and maintenance of the facility.
- Properly receives estimates from vendors, according to City's procurement policy, and submits estimates to Parks & Recreation Director for approval.
- Communicates plans, procedures, building maintenance and event needs to assigned staff.
- Communicates and assists with patron's events and building use needs.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control. Assures effective and efficient use of budgeted funds, personnel, materials, and time. Assists with preparation of annual budget requests.

- Determines work procedures and prepares work schedules; Issues written and oral instructions.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; addresses and resolves errors and complaints.
- Supervises daily maintenance, cleaning, and security of the facility. Such supervision will also include any necessary repairs that the facility may need.
- Opens and closes, locks and unlocks facility as needed. Performs security checks.
- Responsible for reading and following room set-up diagrams and the daily set-up and tear down of meeting rooms for events and activities. Moves and sets up furniture, pictures, a/v equipment, etc.
- Enters data into the computer and keeps accurate records/reports. Maintains documents, files and records to track monthly expenses, perform evaluations, submit and approve timesheets, reconcile credit card purchases and approve invoices in financial software system as required, etc.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- May serve on various employee committees.
- May be assigned to both interior and exterior painting.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Must be at least 18 years of age at time of appointment.
- (C) Minimum of three (3) years' experience in custodial and/or maintenance field or any equivalent combination of education and experience.
- (D) Minimum of two years of supervisory experience of a custodial or maintenance staff.
- (E) Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do mid-level repairs; basic knowledge of first aid and applicable safety precautions;
- (B) Basic knowledge of HVAC operations and indoor pool operations.
- (C) Working knowledge in the use of personal computer and computer software to include Microsoft Office programs such as Word, Excel and Outlook.
- (D) Skill in operation of listed tools and equipment; skill in operating personal computer and standard office software for email, reporting and record keeping; skill with software related to supervisory tasks and related activities.
- (E) Ability to work independently and to complete daily activities according to work schedules; ability to lift heavy objects, walk and stand for long periods of time; ability to communicate orally and in writing; ability to use equipment and tools properly and safely; ability to understand and follow written and oral instructions.
- (F) Ability to develop and maintain an effective working relationship with general public, departmental and other city staff; ability to communicate effectively, both orally and in writing.

SPECIAL REQUIREMENTS

- Ability to meet attendance requirements of position, which requires schedule flexibility as dictated by building and event schedules. May also require occasional response to after-hours calls, as needed.
- Must have First Aid and CPR/AED certification (or obtain within 90 days of employment).

DESIREABLE QUALIFICATIONS

- Three or more years of supervisory experience of a custodial or maintenance staff.
- Experience and/or certification in plumbing, electrical, carpentry and painting.

TOOLS AND EQUIPMENT USED

Motor vehicles, personal computer, including word processing and spreadsheet software; phone; copy machine; and scanner. General custodial/maintenance equipment and tools to include floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, brooms, dusting equipment, power lift, ladders, and hand and power tools, etc. Audio/visual equipment, screens, projectors, microphones, speakers, sound mixers.

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

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

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, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

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 position 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.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date