



AUBURN HILLS
POSITION DESCRIPTION

Position: Building Supervisor		Department: Recreation/Senior	
Reports to: Recreation Director/Senior Services Director		FLSA Status: Exempt	
Location: Community Center	Division: Community Center	Pay Grade: N/A	
Revised: September 24, 2014	Last Reviewed:	Union: N/A	Status: Part-time

GENERAL PURPOSE

Supervises the use of the Community Center on a given shift, and assists in the planning, organizing, and implementation of community recreation programs for seniors, adults, and youth, including cultural arts, physical activities, special interest classes and summer programs.

SUPERVISION RECEIVED

Works under the close supervision of the Recreation Director and the general supervision of the Senior Services Director.

SUPERVISION EXERCISED

This position requires responsibilities of a supervisory nature. Supervises part-time Community Center staff (front desk, custodian), recreation staff, special interest instructors, seasonal employees, and volunteers, as required and/or assigned. Must be capable of performing basic concepts related to personnel management including supervising, hiring, training, and evaluating part-time and seasonal staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Others duties may be assigned.

Promotes and maintains positive community relations while efficiently and professionally responding to questions, inquiries, and complaints from the general public.

Manages, coordinates, and maintains the Community Center operations including programming, rentals, staffing, and maintenance of the facility.

Assists in the implementation of activities, classes and programs at the Community Center on evenings and weekends.

Opens and closes Community Center and its facilities as needed.

Assists Custodian(s) with set up and takes down tables and chairs for classes and programs.

Performs light maintenance as needed including sweeping and cleaning; stocks bathrooms and other areas with supplies; loads and unloads dishwasher when necessary; performs other custodial or maintenance work as required/needed.

Performs administrative office duties including reception, RecTrac scheduling assistance, sets up and/or operates equipment for classes or programs.

Cautions violators of facility rules and regulations and contacts authorities if needed.

Assists in the supervision of classes, workshops and activities for persons engaged in recreation and senior programs and co-sponsored programs.

Responds to public inquiries about recreation/senior programs made in-person or telephone during work hours.

Assists in the coordination of activities, sports programs, registrations for teams, collection of fees, and distribution and collection of uniforms.

Assists in the scheduling, implementation and supervision of various tournaments throughout the year, such as basketball tournaments, table tennis, men's/women's/seniors volleyball and others

Promotes interest and provides information regarding recreation and senior programs to other recreation officials, community service groups, and the general public.

SAFETY:

- All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Employees must:
- Comply with established safe work rules and the special instructions of the supervisor
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying supervisors with full and complete information
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions
- Know their exact duties in case of fire or catastrophe
- Use safety equipment provided for personal use in performing daily work assignments
- Only operate equipment trained and authorized to operate
- Provide public protection from unsafe conditions and hazards resulting from municipal work operations

- Participate in special safety activities, as designated, such as Safety Committees, Job Safety Analysis, special training, etc

PERIPHERAL DUTIES

Ability to communicate effectively with the general public

Light cleaning as needed

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent
- (B) One year related experience including building supervision; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

(C) Ability to coordinate varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio.

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 walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or

controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color 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 in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, conditional offer of employment; background check, physical and drug screening; job related tests may be required.

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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Approval: _____
Employee