

Richland County

Position Description

Name:	Department:	Symons Recreation Complex
Position Title: Maintenance Supervisor	Pay Grade:	FLSA:
Date: November 30, 1993	Reports To:	Symons Director

Purpose of Position

The purpose of this position is to plan, direct, monitor and perform in the maintenance of the Symons Recreation Complex for Richland County and the City of Richland Center.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, performs, supervises and monitors Symons Complex building heating, cooling, plumbing and electrical preventive and corrective maintenance including; consulting system diagrams and building architectural drawings, using general and specific hand tools to affect preventive maintenance and repairs and observing systems operation to detect potential problems.
- Maintains detailed maintenance records while scheduling weekly, monthly and yearly service tasks.
- Plans, performs and supervises building cleaning and maintenance including: sanitizing bathrooms, locker rooms, sauna, fixtures; dry and wet mop floors, waxing, buffing and sealing floors when needed; cleaning walls, windows, doors. Vents and lights; vacuum rugs; empty garbage containers.
- Plans, performs and supervises pool maintenance and cleaning including; checking pH (acidity and alkalinity) and chlorine levels of swimming pool water, maintaining filter systems, vacuum pool bottom, check water temperature, drain swimming pool and whirlpool, scrub and refill.
- Plans performs, and supervises building grounds maintenance including; lawn mowing, trimming in summer and snow removal in winter, plant flowers, sweep sidewalks, painting etc.
- Monitors and orders maintenance supplies
- Fills in for receptionist when needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma and working knowledge of plumbing, heating, electrical and mechanical systems or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to interpret and comprehend building systems equipment manuals (heating, electrical, air conditioning, plumbing), OSHA material safety data sheets, architectural drawings, billing invoices.
- Ability to prepare training reports, attendance records, preventive maintenance reports.
- Ability to communicate effectively with Complex staff, Director, customers, vendors

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and knowledge of high school-level algebra.

Judgment and Situational Reasoning Ability

- Ability to apply common sense to perform semi-repetitive tasks
- Ability to apply mechanical repair principals to tasks
- Ability to teach others to perform tasks.
- Ability to use independent judgment in fairly non-routine situations.

Supervisory Skills

- Ability to assign, plan and review the work of others.

Physical Requirements

- Ability to perform simple to coordinate movements involved in cleaning and mechanical repair tasks.
- Ability to reach, stoop, finger, climb a ladder and balance
- Ability to lift up to 100 pounds.

Environmental Adaptability

Ability to work in environment with occasional slight hazards from toxic agents, humidity, odors, running machines, including lawn and snow removal equipment, and moderate risk from electrical current.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature