

JOB DESCRIPTION



Department	Maintenance
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Facilities Supervisor
Classification	Hourly/Non-exempt
Pay Range	\$18.15/hr. - \$22.69/hr. FT56

Job Summary

The Facilities Supervisor reports to the Facilities Coordinator. **The primary purpose of the Facilities Supervisor is to provide outstanding service through warm interactions.** This full-time position is responsible for the general supervision of the custodial staff. Additional responsibilities will include a variety of routine building maintenance duties; replacement of lights; responsible for room set-up and tear downs; painting the interior and exterior of buildings.

Job Duties

- Able to open or close the facility; perform a physical inspection of the entire building; ensure safety of employees and patrons in the facility and administer CPR or first aid as needed.
- Set up, put away and maintain athletic, ice and aqua arena related equipment.
- Coordinate work with recreation staff for scheduling and reservations of program facilities.
- Supervise and assure proper care and accounting for all equipment and materials in your area of responsibility.
- Recommend and submit requisitions to the Facilities Coordinator for purchase of new equipment and repairs as needed.
- Ensure that facility cleanliness standards are implemented.
- Assist with special events and in-house and out-of-house special activities at the RecPlex.
- Ability to read and understand operating procedures as well as written directives and Akita Box.
- Ability to write information required for co-workers or supervisors to review later.
- Knowledgeable about all RecPlex departments (managers and front-line staff) and their functions and responsibilities.
- Perform all maintenance duties such as picking up towels, sweeping/mopping floors and wiping down counters whenever required without waiting for direction.
- Capable of relaying information accurately to the Facilities Coordinator concerning work performed in the facility or any personnel issue that must be addressed.
- Attend required staff meetings, training and seminars; maintain required certifications.
- Work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
- Maintain a positive team environment, work and interact openly, courteously, and effectively with all.
- Performs other responsibilities as assigned.

Physical Requirements

- Working hours may vary; weekend and evening hours may be required.
- Works primarily in an indoor environment and works closely with others.
- High degree of public interaction and communication with exposure to periods of high-volume activity.
- While performing the duties of this job the employee is occasionally exposed to wet and/or very humid conditions; hot and/or cold conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock.
- Physical activities include long periods of standing, sitting, talking, listening, reading, moderate lifting (20-100lbs) and moving about the facility.

Requirements - educational, certifications and experience

- Must have a High School Diploma or equivalent.
- A minimum of 2 years of experience in facility, ice arena and or pool preferred.
- Aquatic Facility Operators License must be obtained within one (1) year.
- Leadership qualities with supervisory experience.
- Must have thorough knowledge of required cleaning procedures that will provide for an immaculate facility.
- CPR/AED and First Aid certifications required within 3 months of hire.
- Valid Driver's License required.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Rev. 1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.