

**HOMEWOOD-FLOSSMOOR PARK DISTRICT
FULL-TIME JOB DESCRIPTION**

JOB TITLE: FACILITY MAINTENANCE SUPERVISOR	JOB CATEGORY: RACQUET CLUB
IMMEDIATE SUPERVISOR: CLUB MANAGER	JOB CODE: 6002
IMRF STATUS: PARTICIPATING	FLSA STATUS: EXEMPT

GENERAL JOB DESCRIPTION: Under the direction of the Club Manager, the Facility Maintenance Supervisor is responsible for all maintenance and custodial operations of the Club.

PHYSICAL REQUIREMENTS:

STANDING	Moderate
SITTING:	Moderate
WALKING:	Extensive - throughout facility
LIFTING:	100 lbs.
STOOPING:	Some: Moving supplies, performing repairs
REACHING:	Some: Performing repairs
CLIMBING:	Some: Ladders, stairs
VERBAL:	Must be able to communicate one-on-one and in a group setting
VISION:	Must be able to read, write and use a computer

COGNITIVE SKILLS REQUIRED:

- Problem solver.
- Communicate effectively with employees and members.
- Demonstrate good leadership qualities.
- Must have ability to plan, direct, motivate and supervise staff.
- Must be a self-starter willing to work with minimal supervision.

KNOWLEDGE AND SKILL REQUIRED:

- Supervisory experience.
- Working knowledge of cleaning methods, mechanical, electrical, HVAC, carpentry, plumbing and pool operation.
- Knowledge of mechanical drawings, schematics and blue prints.
- Able to create, recommend, adhere to and monitor annual budget.
- Pertinent safety precautions and personal protective equipment.

EDUCATION AND TRAINING:

- High school or trade school supervision experience.
- CPR and AED Certified or willingness to obtain within six months of employment.
- Certified Pool Operator or willingness to obtain within six months of employment.
- Experience in health club, racquet club or school setting preferred.

ESSENTIAL JOB FUNCTIONS (DUTIES):

- Computer skills, knowledgeable in Windows operating systems.
- Develop and implement a building maintenance program.
- Train, supervise and evaluate all maintenance staff at the Club.
- Overall cleanliness and exceptional general appearance of the Club.
- All building maintenance including repair of non-working equipment.
- Recommend purchase of supplies and capital improvement needs.
- Liaison between Club Manager and cleaning service.

- Expert for the Club on the heating, cooling, plumbing, electrical and aquatics system.
- Detect potential failures in all equipment hardware and furnishings (Preventative Maintenance).
- Assist in cost containment program.
- Valuable member of district-wide buildings team.
- Hire qualified personnel and perform evaluations.
- Work with General Manager to submit yearly maintenance operations budget.
- Work with other club supervisors to meet the needs of their departments.
- Personally perform repairs as needed.
- Purchase supplies.
- Prepare and submit reports and maintain records.
- Serve as a member of the Park District Safety Committee performing risk management duties.
- Flexible work schedule in order to monitor work of all department staff.

MARGINAL FUNCTIONS:

- Picking supplies.
- Adhere to all policies and procedures as outlines in the Safety Manual.
- Support for all other park district operations.
- Other duties as assigned.

HOURS: The Facility Maintenance Supervisor does not have established hours, yet is required to invest the time necessary to produce exceptional results. It is essential to be regularly available during standard business hours and periodically during evening and weekend hours to meet with staff, members, committees, vendors and other business and government agencies.

DATE: July 1993

REVISED: February 1994, February 1997, October 2005, July 2008, August 2010, January 2012