



TITLE: FACILITY SUPERVISOR

STATUS: Temporary, Part-time, Non-exempt

HOW TO APPLY: Click [here](#) to download and complete an employment application. Return application with resume (if available) to: Montgomery Township, Human Resources, 1001 Stump Road, Montgomeryville, PA 18936 or email to RecJobs@montgomerytwp.org.

GENERAL DESCRIPTION (this is not an all-inclusive job description and additional essential function and job standards may apply):

Supports and supervises the coordination of all functions, programs and personnel in the performance of duties as required to ensure the successful daily operations of the Community and Recreation Center (CRC).

SUPERVISION RECEIVED:

Under the supervision of the Director of Community and Recreation Center.

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS:

Monitors the activities of the CRC to ensure operations are being performed in a timely accurate and safe manner.

Enforces all Township facility policies, procedures and rules.

Resolves conflicts, concerns and problems of the patrons ensuring that services are provided in a professional and safe manner.

Directs, supports and assists staff.

Conducts regular walkthroughs of the interior and exterior of the facility to assist with maintenance, security and operational activities as needed.

Serves as the ambassador between the CRC and its patrons.

Assists front desk attendants with customer transactions when necessary.

Gives facility tours as requested.

Completes records and reports as required.

Responds to and reports accidents and incidents.

Discusses and promotes all Township programs and events.

Handles and supervises all aspects of opening or closing procedures.

Assists with room set-ups, as needed.

Assists with urgent clean-ups, as needed.

Assists in the emergency action plan implementation.

Communicates any problem, concern or suggestion to the Director of Recreation and Community Center in a timely fashion.

Develops and maintains professional relationships with members by providing personal attention every shift to all participants through a proactive approach.

Knowledge and application of equipment set up/take down procedures and proper storage.

Frequent inspection of sports and fitness equipment.

Perform general maintenance/custodial functions as needed; may include snow removal or other necessary duties, including outdoor maintenance of property.

Maintains cooperative working relationship with other employees, supervisors and managers; works closely with the Senior Maintenance Worker and other custodial staff.

Provides leadership and promote good work habits.

Assists with events/programs as needed.

Attends relevant professional training to stay current regarding type of programs offered, as well as safety awareness (e.g., CPR, first aid).

May be required to cover other job responsibilities throughout the Community Center as needed to provide optimum service to our customers.

JOB STANDARDS (Minimum qualifications needed to perform essential functions):

Extensive knowledge of operation procedures of a recreational facility or other comparable facility.

General knowledge and background of recreation/fitness programs.

General business, management, finance and accounting knowledge including budgeting activities.

General knowledge and experience in planning, prioritizing and organizing a complex workload.

Communicate effectively, both orally and in writing.

Excellent customer service skills.

Ability to self-motivate with little or no supervision.

Ability to direct the work of others.

Ability to work holidays, weekends or other hours as necessary.

Knowledge of Microsoft Suite, specifically Word, Excel and Outlook, required. Knowledge of recreation software, preferred.

Physical ability to perform the essential functions of the job, including hands-on physical work.

Walk, stand, sit, or hear, handle gym equipment, office implements and paperwork frequently; individual is required to use hands to operate objects, equipment, or controls as well as reach with hands and arms. Occasionally required to climb, stoop, kneel, bend, crouch or crawl.

Ability to lift up to 50 pounds.

JOB LOCATION (Place where work is performed):

Montgomery Township Community and Recreation Center.

EQUIPMENT:

Standard gym equipment, such as free weights, weight machines, treadmills, stationary bikes, ellipticals, and similar equipment. Standard office equipment, such as computer, telephone, facsimile, copier, calculator, mail machine. Various sports equipment used in recreation and fitness programs.

EDUCATION, EXPERIENCE AND TRAINING:

High school diploma or equivalent, required.

Bachelor's degree from an accredited college, majoring in facilities management, recreation, or similar field, preferred. Certificate in facilities management, preferred; minimum of five years' experience in supervision of community & recreation facility or similar facilities, preferred, or any equivalent combination of education and experience.

Successful results upon completion of pre-employment background checks; pre-employment, post-offer physical exam, drug and/or alcohol testing; assessments or tests, as applicable; and ability to maintain throughout employment; subject to continuing applicable checks as authorized and required by law.

Certification in Adult and Pediatric First Aid/CPR/AED, required, or obtained within first month of hire.

Possess a valid Pennsylvania driver's license.

Ability to communicate and perform well in an interview and demonstrate proven skills and abilities, required.

Microsoft Suite knowledge and experience, required. Recreation software program experience, preferred.

Experience in public sector environment, preferred.