

MONTGOMERY TOWNSHIP JOB POSTING

Title:	<u>Facilities Supervisor</u>
Status:	Part-time, Non-exempt
Department:	Recreation

GENERAL DESCRIPTION:

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). This is not an all-inclusive job description and additional essential functions and job standards may apply.

SUPERVISION RECEIVED:

Under the direction of the Director of Recreation and Community 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.

Assists other staff on duties as required.

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.

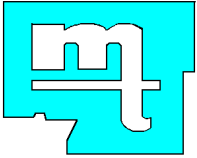
Responds to and reports accidents and incidents.

Discusses and promotes all Township programs and events.

Handles and supervises all aspects of opening or closing procedures.

Assists with urgent clean-ups, as needed.

Assists in the emergency action plan implementation.



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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.

Frequent inspection of sports and fitness equipment.

Performs general maintenance/custodial functions as needed, such as replenishing restroom supplies; using broom, vacuum, or mop to clean floors; or picking up trash.

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

Provides leadership and promotes 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).

Responsible for the set-up of tables, chairs, equipment for activities, and maintains availability and responsiveness to perform this responsibility.

May be required to assist as needed throughout the Community Center to provide optimum service to our customers.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Performs related duties and responsibilities as required.

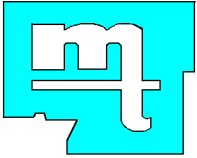
JOB STANDARDS (Minimum qualifications needed to perform essential functions):

Extensive knowledge of operational 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.



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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.

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:

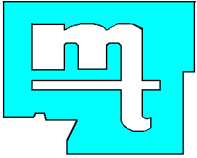
High school diploma or equivalent, required.

Bachelor's degree from an accredited college, majoring in facilities management, recreation, or similar field, preferred. 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 physical, assessments or tests, as applicable, required; 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.



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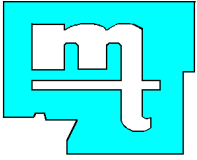
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Ability to communicate and perform well in an interview and demonstrate proven skills and abilities, required.

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

Experience in public sector environment preferred.

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



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Physical Demands of Position

In an 8 hour workday, this job requires the physical ability to (maximum capability in a day):

Sit	2 hours	Duration at one time	1 Hour	Note	_____
Stand	6 hours	Duration at one time	4 Hours	Note	_____
Walk	6 hours	Duration at one time	4 Hours	Note	_____

In terms of an 8 hour workday: "Never" is less than 1%, "Occasionally" equals 1% to 33%, "Frequently" equals 34% to 66%, "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by local, state and federal law.

Job requires the physical ability to LIFT:

	Never	Occasionally	Frequently	Continuously
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21-30 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31-40 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41-50 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

	Never	Occasionally	Frequently	Continuously
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21-30 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31-40 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41-50 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 Pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to function in activities involving:

	Never	Occasionally	Frequently	Continuously
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unprotected Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being around moving machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to marked changes in temperature and humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>