

RECREATION CENTER MAINTENANCE SUPERVISOR

PURPOSE AND NATURE OF WORK

Coordinates, initiates, and oversees non-technical maintenance and cleaning of ten recreation centers in diverse locations, including set up, disassembly and changes to stages, furnishings, equipment depending on function to be held at each center. Incumbent reports to the Recreation Centers Manager, and schedules, assigns and supervises work of a large number of Janitors.

ILLUSTRATIVE EXAMPLES OF WORK (Note: All tasks may not be listed, nor are all tasks listed necessarily performed regularly.)

Reviews weekly bookings or schedules of events for each center, such as balls, weddings, receptions, meetings; determines set up requirements; schedules, assigns and participates in the work of setting up furniture and equipment for each event as needed. Assigns custodial staff to each center, inspects centers and adjacent grounds, assures cleaning and up keep are attended to properly; prepares work orders for technical maintenance and forwards to Facilities Maintenance division. Approves all purchases for custodial care of centers, prepares budget recommendation for section, assures inventory controls are in place. Interviews, recommends appointment, schedules, assigns and evaluates performance of assigned Janitors, as well as processing time sheets, leave reports. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the Lafayette City-Parish Government's parks, centers, and facilities and their uses.

Knowledge of furnishing and equipment requirements for various uses of the recreation centers as well as maintenance and cleaning materials as required.

Ability to move, carry and place furnishings, equipment as required by events.

Ability to work nights, weekends and to adjust working hours as directed.

Ability to communicate effectively, orally and in writing, including electronically.

Ability to form and maintain effective working relationships with participants, public, management and elected officials.

DESIRABLE EDUCATION AND EXPERIENCE

High school with vocational training related to building maintenance, supplemented by prior working experience resulting in a knowledge of facility and equipment requirements for multiple use recreation center events, or an equivalent combination of education and experience.