



Job Title: Facility Maintenance- Janitorial Manager

Department: Williston Parks & Recreation

Status: Exempt

Starting Salary Range: \$40,000-\$55,000

- Adjustments are determined annually by the Executive Director of Parks & Recreation
- Supervisor:** Facilities Maintenance Director

ESSENTIAL JOB DUTIES

- Responsible in the maintenance and cleanliness of the Raymond Family Community Center & Williston Area Recreation Center
- Recruits, hires, trains, supervises, and evaluates and disciplines assigned full time, part time, seasonal and contractual staff members and volunteers, and recommends employment, training, and development actions.
- Assists the Facilities Maintenance Superintendent to complete work tickets from the maintenance app.

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Provide a safe and clean facility for the patrons.
- Create cleaning routines for full time and part time staff
- Complete daily walk throughs and create daily plans
- Oversee and maintain all equipment and facilities daily.
 - Areas should be maintained at a high level to meet the expectations of our patrons.
- Report all needed repairs to supervisor.
- Assists in the maintenance and repair of equipment.
- Provides support and trains staff in delivering excellent customer service to members.
- Assist with the cleanup of facilities for meetings, classrooms, conferences, events, etc.
- Use and maintain assigned power equipment and hand tools, buffers, scrubbers, extractors, high pressure washers, etc.
- Wash equipment: use ladders when required in work assignments.
- Lock and unlock assigned buildings.
- Works to ensure the overall safety and security of all staff, members, guests, and facilities.
- Follow instructions regarding the use of chemicals and all supplies. Use as all chemicals and all supplies as directed.
- Attend emergencies when necessary.
- Attend safety meetings and other related meetings.
- Responsible for tracking, collecting, and submitting employee payroll for PT employees.
- Assist with inventory control and security.
- Safely operate all vehicles and other job-related equipment
- Support and enforce all policies, safety regulations and guidelines, established by the Director and/or Facility Supervisor
- Perform related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Perform related duties as required.
- Knowledge of maintenance of facilities
- Knowledge of equipment operation and maintenance procedures
- Skill in the operation and maintenance of assigned tools and equipment

SUPERVISORY CONTROLS

- Exercises supervision over full time janitorial staff, part time staff, and community service volunteers

GUIDELINES

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

WORKING CONDITIONS

- The work is typically performed indoors, occasionally outside in the cold or inclement weather conditions. The employee may be exposed to noise, dirt, dust, grease, irritating chemicals, and machinery with moving parts. The work requires the use of protective devices such as gloves, masks, or goggles.
- The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment that require a high degree of dexterity.

MINIMUM QUALIFICATIONS

- Must be 18 years old.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Current CPR Certification, or able to obtain within 6 months.
- Ability to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees.
- Ability to effectively communicate verbally and in writing.
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field
- The knowledge and ability to manage multiple tasks.
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation