



## **Building Supervisor - Part Time**

### **Oak Lawn Park District**

**Contact Name:** Robbie Butcher

**Contact E-mail:** rbutcher@olparks.com

**Contact Phone:** (708) 857-2420

**Closing Date:**

**Salary:** \$17.50/hr + DOQ

#### **Description:**

Pavilion Building Supervisor

The Pavilion Building Supervisor is a part time position. The position is responsible for overseeing daily operations at the Community Pavilion during the afternoon and evening hours when no other supervisors are present. This position will assist as needed at the front desk, with maintenance and with programming.

This position qualifies for free access to Oak Lawn Park District fitness facilities and discounts on programming.

#### **QUALIFICATIONS**

Must be 21 years or older

Must have High School Diploma or GED.

Must be available to work 30 hours per week, Monday - Friday from 4PM – 10PM.

#### **IMMEDIATE SUPERVISOR**

The Pavilion Building Supervisor reports to the Pavilion Maintenance Supervisor.

#### **ESSENTIAL FUNCTIONS**

- Help as needed with problem solving to assist staff and customers.
- Oversee part time maintenance staff and insure that they are performing their duties as assigned.
- Tour facility on a regular basis to insure the facility is up to cleanliness standards.
- Oversee cleanliness of the Community Pavilion and the Centennial Park concessions restrooms.
- Oversee facility rentals including helping guests to the appropriate rooms, setup, clean up, and monitoring parties and rentals.
- Assist with set up and take down of volleyball nets.
- Assist the front desk during high traffic periods with registrations, daily visits, customer service, memberships, and open gym.
- Will occasionally have to visit two satellite facilities to assist with rentals.

- Provide onsite supervision of small trade shows, expos, and tournaments.
- Assist with electric drops from the catwalk elevated above the Arena.
- Assist with installation and removal of the soccer boards in the Arena.
- Assist with softball field maintenance as needed.
- Report major equipment malfunctions to Maintenance Supervisor.
- Report major issues related to the facility or programs to the appropriate staff. .
- Other duties as assigned.

#### MARGINAL FUNCTIONS

- Observe and enforce the practical safety rules, regulations and procedures established by the safety program

#### PHYSICAL CONSIDERATIONS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 50 pounds at times
- Must be comfortable with heights

#### PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public

#### ENVIRONMENTAL CONSIDERATIONS

- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)
- Indoor environmental conditions will include lighting and temperature

#### COGNITIVE CONSIDERATIONS

- The ability to read, write, and organize materials
- Must be able to follow directions - oral and written

Click here to apply: <https://olparks.bamboohr.com/jobs/view.php?id=43&source=olparks>