



Building Supervisor

Oak Forest Park District

Contact Name: Kirstin Dahm
Contact E-mail: kdahm@oakforestparks.org
Contact Phone: 708-687-7270
Closing Date:
Salary: \$20.79/hr

Description:
Building Supervisor
Oak Forest Park District

Name: Kirstin Dahm
Contact Email: kdahm@oakforestparks.org
Contact Phone: (708)687-7270 ext. 132
Closing Date: Open until Filled
Salary: \$20.79/hour
Benefits: Health Insurance, Vision & Dental Plan, IMRF, PDRMA Life Insurance policy

Description: The Building Supervisor is a full-time employee and UOE 399 member, who may work over 40 hours a week, when required. Under the direct supervision of the Superintendent of Maintenance, the Building Supervisor is responsible for the general cleaning and maintenance of Oak Forest Park District's Central Park Building and Park Place at Central, and any other task assigned by the immediate supervisor. The Building Supervisor directly oversee all inside maintenance staff. The Building Supervisor performs preventative maintenance procedures on all buildings, shelters, restrooms, HVAC systems and fitness equipment as assigned by the Superintendent of Maintenance.

Essential Functions:

1. Oversees all Central Park inside maintenance construction projects alongside Superintendent of Maintenance.
2. Assists the Director with preparation and implementation of a working budget.
3. Work involves the cleaning and routine maintenance in an assigned building or buildings, and may include picnic pavilions and public washroom facilities.
4. Possess and performs high quality custodial practices to complete daily, weekly, and monthly cleaning tasks (sweeping, mopping, scrubbing, sanitizing, and vacuuming) at various facilities, restrooms, locker rooms, offices, activity, and common spaces.
5. Adheres to generally accepted industry standards when working with chemicals and equipment

while cleaning and attending to the neatness and sanitation of buildings and equipment.

6. Maintains a thorough inventory of all cleaning and maintenance supplies, as well as re-stocks of said supplies on a consistent basis.
7. Removes trash and debris from all containers throughout the facility, indoors and outdoors.
8. Performs basic facility maintenance duties which may include, but not limited to, minor and routine painting, washing walls, cleaning window treatments, washing windows, dusting/polishing furniture, and minor repairs of equipment.
9. Completes facility equipment/amenity set ups and take downs for numerous programs and classes according to daily/weekly and monthly schedules.
10. Assists with opening and closing of the building/facility including opening, closing, and locking doors and windows.
11. Clears snow and apply ice melting products at facility entrances and sidewalks during and after snow events.
12. Works closely with the Superintendent of Maintenance and Recreation Department when scheduling and completing tasks.
13. Performs all tasks necessary to assure a safe environment at all park district facilities.
14. Available to work weekends, evenings, and holidays when assigned.
15. Completes work requests in a timely manner, and communicated to requestor on repair timelines.
16. Inspects assigned area on a routine basis and performs maintenance where necessary to keep facilities in functioning and serviceable condition. Reports any hazards found during inspections to supervisor that cannot be repaired by them in a timely manner.
17. Safe operation and maintenance of vehicles and equipment.
18. Assists with emergency procedures and building evacuations.
19. Troubleshoot, perform repairs, modifications and maintenance on equipment, fixtures and facility systems.
20. Performs all other duties as assigned and needed.

Additional Duties and Responsibilities

1. Recruits, hires, and assists in training all inside maintenance personnel, demonstrating proper methods and techniques.
2. Obtains training and certifications as required.
3. Understands and follows policies, procedures, safety rules, and regulations per Park District policy.
4. Dresses appropriately in uniform and acts professional at all times.
5. Maintains documentation of all inspections and reports.
6. Responds to facility emergencies after normal working hours.

Knowledge, Skills, Abilities, and Job Requirements

1. Has intermediate knowledge of the materials, methods, tools, and equipment used in the field of custodial/facility maintenance.
2. Has the ability to possess the knowledge of the hazards and precautions involved in the maintenance of facilities and equipment.
3. Ability to work closely with co-workers and with the general population/park patrons.
4. Possesses sound problem-solving and conflict resolution skills.
5. Possesses good time management and has a solid attention to detail.
6. Ability to effectively communicate in writing and orally on job progress in overall assignments and responsibilities.

Qualifications

High School Degree required; Bachelor's Degree desired. Requires a minimum of 3 years of full-time experience in building maintenance. Candidate must possess a valid Illinois class "D" driver's license.