

Job Title: Facility Superintendent

Section: Facilities

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Reports to: General Manager

Job Titles Supervised: Facility Assistant, Events Coordinator, Lifeguards, Pool Attendants, Volunteers

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Job Purpose: To maintain the upkeep of all SVRA buildings, parking lots; pools, tennis courts, safety equipments, parks and events and to manage all the things necessary to do this including: hiring, training, ordering, bidding, budgeting, purchasing, scheduling, keeping records, emergency situations, basic auto mechanics, seasonal procedures, housekeeping and safety equipment checks.

Job Description: To maintain and manage SVRA buildings, pools, parks, parking lots; events, tennis courts, and safety equipment

1. Buildings: SVRA office, library, pro shop, cook shack. Aspen Hills cart building. Aspen Hills pool building, four golf course restrooms, main shop, Silo/Barn pro shop. Cedar Creek cart barn, and Cedar Creek pool building.
 - a. Seasonal procedures including winterizing and flushing in the spring and putting up and taking down plywood (Winterizing and opening up in Spring).
 - b. Repairs and maintenance including construction, painting, and plumbing.
 - c. Ordering supplies and equipment for maintenance.
 - d. Have contact and interface with health inspector.
 - e. Snow removal from roofs and surrounding areas.
2. Pools: Cedar Creek
 - a. Keep Certification current
 1. Certified Pool Operator
 2. Lifeguard
 3. CPR for the professional rescuer
 4. Advanced first aid
 - b. Maintain a good working relationship with the health inspector.
 - c. Supervises pool staff.
 - d. Monitors and adjust pool water quality.
 - e. Hiring, training, scheduling, and solving problems of employees.
 - f. Maintenance of pool, pool equipment and pool building.
 - g. Seasonal procedures including start up and shut down.
 - h. Ordering of all pool chemicals and equipment.
 - i. Proper record keeping for safety reasons
3. **Events:** cards, potlucks, meetings, golf tournaments, weddings, clubs, activities, shows, dances and all other sponsored Association activity. a. Hire and train Events Coordinator b. Set up, tear down and clean up of event c. Housekeeping to include cleaning before and after each event.
4. Parks: Ice skating rink. Cedar Creek play ground. Cedar Creek basketball court, pavilion, horse shoe pit, volley ball court. Aspen Hills play ground. a. Safety checks and maintenance on equipment. b. Seasonal shut down and clean up. c. Ice rink making ice. clearing snow from rink and parking area.
5. Tennis Courts:

a. Maintenance and season set up and tear down including drinking fountain. b. Cleaning tennis court areas weekly; net repair or replacement. c. Touch-up painting as needed.

6. Safety: Check and maintain safety equipment for all facilities including office, silo, barn, cook shack, pool building and golf course maintenance buildings (exit signs, fire extinguishers, back up emergency lights, water suppressant system.)

7. Miscellaneous:

- a. Create a annual budget of expected expenditures
- b. Public relations with Members and employees
- c. Obtaining bids for all facility projects
- d. General vehicle mechanics and maintenance
- e. Handle emergency situations at pools and facilities

8. Exhibits cooperative behavior

- a. The incumbent will at all times demonstrate cooperative behavior with colleagues, members and supervisors.
- b. Incumbent will work well under pressure, meeting multiple and sometimes competing deadlines.

Job Qualifications:

Knowledge:

Facility Superintendent must be a Certified Pool Operator. Certification is every five years. Must have working knowledge of plumbing, electrical, construction, painting, concrete, over all general maintenance. Must have good communication skills and good managerial skills.

Environment:

Physical Demands:

Balancing, carrying, climbing, crawling, crouching, feeling, fingering, grasping, hearing, kneeling, lifting, pulling, stooping, talking, walking and seeing, exposure to elements and severe temperature changes.

Exposures:

Airborne particles, caustic, chemicals, electrical current, explosives, fumes, high places, moving parts, muscular strain, noise, odors, temperatures, toxicants, vibrations, visual strains, and weather.

Supervisory Responsibilities:

Number supervised: 10

Assign and check work, hire, discipline and terminate employees, plan and appraise jobs, recommend pay increase and training.