

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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| Title: Facility Supervisor | Grade: 6 | |
| Reports To: Director of Administration | FLSA Status: Exempt | |
| Supervises: Custodians, Drivers and Building Maintenance Technician | Date Written: 7/2018 | Date Revised: |
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POSITION SUMMARY:

The Facility Supervisor is responsible for the safe and appropriate operation of CASL's building and fleet maintenance. This position has managerial responsibility and authority for the Facility Department which includes janitorial, transportation and maintenance personnel. The Facility Supervisor reports to the Director of Administration whom ensures that building operations are kept up to standards/code and is suitable for administration and all of CASL's programs.

SUPERVISORY DUTIES AND RESPONSIBILITIES:

- Ensure a safe, clean and presentable environment for staff and participants and maintain responsible operations of CASL's facility and programs at all times.
- Maintain familiarity with evacuation plans and, during major emergencies, notify all persons in the facility if necessary and direct evacuation of the facility.
- Supervise the conduct and daily performance of other facility staff.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES:

- Make regular rounds to all areas within the facility to ensure the cleanliness of the building to ensure mechanical devices are functioning properly.
- Close and secure the facility at prescribed times and check for safety and maintenance concerns.
- Communicate maintenance, custodial, or security issues to Director of Administration.
- Educate managers and staff to adhere to, and enforce, all policies and procedures.
- Perform custodial duties as well as tasks are completed when custodians are not available.
- Prepare for activities with necessary materials for efficient, safe, and service-oriented events including set-up and take down of equipment (portable sound system, tables, chairs, etc.).
- Schedule drivers for additional driving per transportation request as well as serve as backup/additional driver.
- Check vehicles daily and complete logs to ensure proper operations. Arrange for PMIs, oil changes, safety checks, and schedule for any other operational concerns.
- Serve as backup and/or assist maintenance tech with large and/or difficult projects.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

MINIMUM REQUIREMENTS

Education/Experience:

- High School graduate.
- Certification and/or at least 16 hours of building maintenance training and/or 5 years work experience as a custodian/maintenance worker.
- Two years of previous administrative/supervisory/leadership experience.

Skills/Knowledge:

- Excellent oral and written communication skills.
- Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on CASL's mission and guiding principles.
- Knowledge of electricity, carpentry, plumbing and HVAC with the ability to troubleshoot problems.
- Exhibit good mechanical skills to handle equipment to avoid injuries to self and others.
- Excellent ability to communicate system problems to DOA and discussions regarding need to outsource.
- Ability to learn new systems quickly.
- Ability to use manage corporate credit card/accounts with approvals through DOA.

Physical Demands:

- Ability to lift 75 -100 lbs.
- Ability to stoop, stand, kneel, bend, and/or reach for 15 or minutes regularly.

Environment and Scheduling

- Ability to work extra hours as needed to complete projects and/or meet with contractors.
- Able to respond as needed for emergencies.