

**CITY OF BRECKSVILLE  
DEPARTMENT OF RECREATION  
POSITION DESCRIPTION**

**Title of Position:** Part Time Facility and Grounds Supervisor  
**Department:** Recreation  
**Reports to:** Athletics/Facilities Coordinator  
**Supervises:** Recreational Employees  
**Approved Date:** 2/11/2021

**QUALIFICATIONS:**

- High School Degree preferred.
- Experience in facility and grounds supervision, maintenance and management; experience in overseeing special events and programs; strong customer service skills; ability to work flexible hours, evenings and weekends; ability to work with diverse clientele; current CPR and First Aid.

**POSITION OBJECTIVES:**

The Part-time Facility and Grounds Supervisor is primarily responsible for the continuous supervision and security of the Blossom Hill property and all city athletic facilities and grounds. The Supervisor has a major role in providing services for the comfort and well being of all athletic facility patrons, monitoring of rental reservations for those groups utilizing the Blossom Hill and athletic facilities and general upkeep, room set-up and maintenance of the facilities. The Supervisor is responsible for enforcing and enacting the Emergency Action Plan and always prepared to participate in emergency situations.

**DIMENSIONS OF POSITION:**

Primary professional contacts of this position are with the Athletic Facility Coordinator(s), Recreational Workers and Service staff. Interaction and collaboration occur daily with rental groups, recreational program staff and patrons, intergovernmental agencies and city organizations using the Blossom Hill and other city athletic facilities to include but not limited to: Department of Human Services, Police Department, and the Montessori School. Customer service is provided to the community in the scope of rental reservations, room set-up, general building and grounds supervision and upkeep.

**SCOPE OF AUTHORITY:**

The Part-time Facility and Grounds Supervisor reports to the Athletic Facility Coordinator(s) of the Department of Recreation. The Part-time Facility and Grounds Supervisor oversees any recreational workers hired to help under the area of facility and grounds supervision.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the opening and closing of the Blossom Hill and athletic facilities.
- Responsible for the general appearance of the outside and inside of the Blossom Hill and athletic facilities.
- Responsible for enforcing all Department of Recreation policies, guidelines and procedures.
- Initially responsible for the comfort and well being of all patrons.
- Responsible for the security of the Blossom Hill facility and other city athletic facilities.

- Responsible for the monitoring of all ongoing activities within the Blossom Hill and athletic facilities.
- Responsible for the monitoring of rental reservations for those groups utilizing the Blossom Hill and athletic facilities.
- Responsible for the light maintenance (trash, cleanup, mopping, vacuum, sanitation of bleachers and bathrooms etc.) of facility and equipment and informing the Building Maintenance Supervisor of any needed repair.
- Responsible for making frequent rounds of the building and grounds.
- Responsible for preparing for special events and activities to include room and sport equipment set-up and tear-down.
- Responsible for monitoring the legitimacy of all users.
- Assist in athletic program supervision for athletic events.
- Assist with general athletic field and grounds maintenance and grooming.
- Assist with maintaining control of inventory in athletic and field maintenance equipment.
- Responsible for enacting the Emergency Action Plan and is always prepared to participate in emergency situations.
- Responsible for any other duties as assigned by the Athletic Facility Coordinator(s).

**STANDARDS OF PERFORMANCE:**

1. The Facility and Grounds Supervisor is evaluated on the overall supervision of the Blossom Hill and athletic facilities, including the service provided to all patrons in accordance with Department and City philosophies, goals and ordinances.
2. The Supervisor is expected to possess effective supervisory and interpersonal skills in overseeing the facility.
3. The Supervisor is required to support fully the goals and objectives of the Department of Recreation and the City of Brecksville.
4. The Supervisor is expected to meet all applicable standards of performance as reviewed through periodic performance evaluations within the Department.