

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor V-Facility Maintenance Riverfront	Department:	Parks & Recreation
Requisition Number:	2023135		
Hours:	40 hours per week, flexible schedule, evenings, weekends and holidays as needed	Rate of Pay:	\$73,118.76 Annually
Date Posted Up:	2/15/2023	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the general direction of the Riverfront Program and Events Manager incumbent is responsible for the overall care and maintenance of the Parks and Recreation Department's Riverfront (RF) buildings and grounds and related facilities (or other areas as assigned). This includes all janitorial work, and park grounds and facilities maintenance as required. Supervises Facility Maintenance crews, which includes Facility Cleaning. Directs work as needed for the Parks and Recreation Department (FWPRD). The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/JUDGEMENT

- Ensures an efficient and effective operation to meet the goals of the FWPRD;
- Writes and submits proposals and specifications;

MANAGEMENT/OPERATIONS

- Schedules and assigns work to RF employees ensuring completion of work and recording the completed work properly;
- Directs and supervises Contractual work in various RF facilities or other facilities as assigned;
- Assigns and supervises the maintenance of buildings, restrooms, offices, pavilions, open spaces in the RF areas as well as other facilities as assigned.;
- Monitors overall appearance and maintenance of all RF grounds, buildings, play equipment, restrooms, landscape and turf areas, water features, pedestrian walkways, ice rink, fences and other FWPRD facilities; initiates the proper repair or janitorial work with assigned work crews or through other FWPRD divisions;
- Maintains RF parking lots, drives, walking paths, sidewalks and other areas as assigned free of snow and ice;
- Oversee the installation, daily operations and removal of a seasonal ice rink operation;
- Assumes the duties and responsibilities of the Riverfront Program and Events Manager in their absence;
- Administers and monitors the work of various contractors;
- Checks and authorizes timecards, keeps daily attendance records and work reports;

- Assists with preparation of RF (or other facilities as assigned) for specific recreation programs or events;
- Ensures that all work is done in a safe manner as dictated by IOHSA, OSHA and the safety policies of the City of Fort Wayne and the FWPRD;
- Operates within the policies and guidelines of the City of Fort Wayne and the FWPRD.

COMMUNICATION / INFORMATION

- Supervises, trains and disciplines assigned employees properly;
- Works cooperatively with other RF staff, FWPRD staff, contractors, City officials and the general public;
- Able to communicate effectively in writing and various electronic methods such as e-mail and text;
- Prepares reports as directed;
- Attend meetings as directed;

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 to 25 (4-6 full-time) employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B. S.) from four-year college or university; and/or training; or equivalent combination of education and experience;
- Ability to express concepts, ideas and supporting facts effectively in both oral and written forms and a sensitivity to the choice of the effective methods;
- Significant experience in Park Maintenance or Institutional building and grounds maintenance;
- Significant experience in personnel management and working in a labor environment;
- Ability to organize, plan and coordinate employees to accomplish specific work objectives;
- Familiarity with underground work related to a building and grounds operation such as drainage systems, sewer and water repairs and knowledge of related materials and equipment used;
- Practical knowledge of landscaping techniques, turf and ground repair, general gravel and paved road repair, minor facility repairs and knowledge of the related materials and equipment used;
- Significant knowledge and experience in janitorial methods and practices including maintaining a variety of floors and carpets with the knowledge of janitorial related chemicals and equipment used;
- Practical knowledge of construction and renovation;
- Knowledge of advanced theories, principles and new developments in repair and construction;

- Ability to work flexible schedule including nights and weekend assignments, assists during City emergencies such as flood control, storm and snow emergencies;
- Ability to work independently and in an outdoor environment year round;
- Ability maintain a clean and neat personal appearance with good hygiene.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in writing;
- Ability to organize, plan and coordinate employees to accomplish specific work objectives;
- Familiarity with underground work related to a building and grounds operation such as drainage systems, sewer and water repairs and knowledge of related materials and equipment used;
- Practical knowledge of landscaping techniques, turf and ground repair, general gravel and paved road repair, minor facility repairs and knowledge of the related materials and equipment used;
- Significant knowledge and experience in janitorial methods and practices including maintaining a variety of floors and carpets with the knowledge of janitorial related chemicals and equipment used;
- Knowledge of equipment and procedures used in snow removal and de-icing of park roads, parking lots and sidewalks;
- Ability to work flexible schedule including nights and weekend assignments, assists during City emergencies such as flood control, storm and snow emergencies;
- Ability to work independently and in an outdoor environment year-round;
- Ability maintain a clean and neat personal appearance with good hygiene.
- Ability to proficiently use Microsoft Products

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License is City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. No special vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.