

BUILDING MAINTENANCE SUPERVISOR POSITION DESCRIPTION & EVALUATION FORM

Position Title: Maintenance Supervisor
Personnel Code: Support Staff

Dept No: 133000
Status: Non-Exempt

Department: Building Operations
Supervisor: Assistant Executive Director

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC. **Above (Expectations) Meets Inconsistently Meets Below**
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services. **A M I B**
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact. **A M I B**
- To treat fellow staff with respect. **A M I B**
- To adhere to all policies and practices provided in the employee handbook. **A M I B**
- To wear JCC Staff ID badge and attend appropriate staff meetings. **A M I B**

Position Summary: This is a working supervisor position; supervise maintenance staff; perform general maintenance, both preventive and as needed, buildings and grounds.

Department Creed for Success:

- Show Up When Scheduled **A M I B**
- Show Up On Time **A M I B**
- Work Hard **A M I B**
- Smile **A M I B**

Qualifications:

- A. Knowledge and Education:** High School Diploma, Solid Grasp of English
- B. Experience-Minimum Required or Preferred:** 5+ years experience in plumbing, electrical and HVAC preferred with at least 2 of those in a supervisory role
- C. Special skills:** Must be able to lift 75 pound loads, good customer service skills, detail oriented, team player, able to motivate and mentor others

Duties and Responsibilities:

- Follow Department Creed for Success on a daily basis **A M I B**
- Supervise department staff **A M I B**

- Lead by example; follow all JCC policies and procedures as defined in JCC Handbook and as directed by Assistant Executive Director **A M I B**
- Mentor department staff; train and teach department staff; prepare them for success in their work at the JCC **A M I B**
- Ensure department staff are rotating through assigned duties in timely and thorough manner **A M I B**
- Ensure strict adherence to all policies and procedures as defined in JCC Handbook **A M I B**
- Council staff and/or reprimand staff when policies and procedures are broken **A M I B**
 - Document in a timely manner on appropriate JCC forms **A M I B**
 - Utilize HR Director to improve supervisory skills **A M I B**
 - Update Assistant Executive Director **A M I B**
- Expected to be point person and situation manager of any emergency situation within department when Assistant Executive Director is not available **A M I B**
- Maintain all Mechanical/HVAC equipment **A M I B**
 - Includes repair service, preventative maintenance and coordinating work with service providers **A M I B**
- Maintain pool equipment and water balance for all pools **A M I B**
 - Take/record chemicals in accordance with established JCC protocol **A M I B**
 - Make adjustments by balancing water **A M I B**
 - Backwash, fill pools and maintain heating units based on needs **A M I B**
 - Adjust temperature gauges as needed **A M I B**
 - Vacuum/clean pools as needed **A M I B**
 - Maintain all pool decks **A M I B**
- Maintain all electric equipment including light fixtures **A M I B**
 - Electrical work includes light bulbs, ballasts **A M I B**
- Responsible for maintenance tasks as assigned by supervisor or Assistant Executive Director
 - Painting **A M I B**
 - Drywall **A M I B**
 - Tile work **A M I B**
 - Plumbing **A M I B**
 - HVAC **A M I B**
 - General maintenance of the premises **A M I B**
- Maintain standards and proper records in relation to building maintenance in regards to ACA and ECS accreditation **A M I B**
- Assist with the set-up/tear down of rooms in preparation for programs, meetings, and other functions on an as needed basis **A M I B**
- Provide assistance with camp start-up; maintain camp, and end-of-camp-year tear down **A M I B**
- Responsible for all snow and ice removal **A M I B**
- Assist in maintaining grounds and facility **A M I B**
- All other duties as assigned by supervisor or JCC Management **A M I B**

Acknowledgement:

Employee

Date of Signature