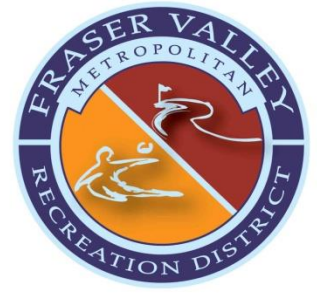


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Facilities Supervisor - Maintenance
CLASS: Full-time
PAY TYPE: Exempt
PAY GRADE: 200
PAY RANGE: \$47,500 - \$65,000 per year plus benefits
REPORTS TO: Facilities Maintenance Manager

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: General maintenance, cleaning, and repair of FVMRD owned buildings and facilities. Responsible for ensuring all facilities are maintained at established levels of cleanliness. Assist in the maintenance of all building systems including mechanical, electrical, fire/life safety, plumbing, and waste management.

LEADERSHIP/SUPERVISORY FUNCTIONS:

- Consistently promote the ideals outlined in FVMRD's Culture Statement.
- Educate all staff on FVMRD's Mission, Vision, Values, and Goals.
- Maintain a positive attitude, model proactive communication, and promote a team environment.
- Communicate openly and effectively with coworkers, volunteers, patrons, board members, and the general public.
- Conduct staff meetings to promote customer service, safety, and organizational excellence.
- Implement department policies and procedures, and maintain relevant operational and procedural manuals.
- Attend at least six FVMRD Board of Director's meetings per year.
- Serve as a member on internal committees as assigned.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Assist the Facilities Maintenance Manager in overseeing, troubleshooting, and performing maintenance on various complex building operating systems, components and equipment, including pool mechanical systems, HVAC systems, elevators, and fire detection and suppression systems.
- Assist in maintaining a District-wide facility preventative maintenance program.
- Perform daily general maintenance of District facilities and equipment and conduct emergency repairs.
- Provide direct oversight of GPCRC pool mechanical systems and operations.
- Recruit, hire, onboard, supervise, manage, and evaluate performance of Custodial Coordinator and custodial staff following established guidelines.
- Determine staffing needs using knowledge of budget, facility usage, and cleaning requirements and work with Custodial Coordinator to create employee schedules.
- Prepare and submit custodial staff payroll.
- Direct training of custodial staff on cleaning standards, safety protocols, and general policies and procedures.
- Ensure safe work methods and utilize appropriate safety equipment and precautions.
- Maintain custodial equipment and ensure it is clean and in safe condition.
- Assist in training staff who work around hazardous chemicals and in hazardous environments on appropriate safety equipment and precautions.
- Assist in the preparation and administration of the GPCRC facilities maintenance budget; ensure efficient use of budgeted funds.
- Purchase materials and supplies needed for building cleaning and maintenance projects.
- Maintain a variety of records, logs, and information related to facilities maintenance and cleanliness and their

operations.

- Work collaboratively with other District departments; confer regularly with District supervisors and managers to ensure adequate cleaning protocols.
- Assist in coordination of the GPCRC maintenance closure period.
- Serve on the FVMRD Safety Committee.
- Perform snow removal as need at the GPCRC and Foundry.
- Responsible for coordination of District fleet maintenance.
- Assist with GPCRC facility rentals and special events, including room set-up and take-down.
- Performs other related duties as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows based computer operating systems, MS office and database management.
- Ability to read and interpret construction documents and operations and maintenance manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, board members, staff, suppliers, and vendors.
- Knowledge of safety policies, procedures, and practices.
- Knowledge of methods, materials, practices and equipment generally used in the construction, repair and maintenance of buildings and facilities.
- Knowledge of electrical, plumbing, television translators, security and HVAC system construction, repair and maintenance.
- Knowledge of or experience with pool operations.
- Knowledge of Brunswick pinsetter operations and repairs.
- Knowledge of building codes and required inspections.
- Knowledge of and ability to perform basic calculations.
- Ability to work evenings, weekends and holidays as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

- Bachelor or Associates degree in maintenance related field preferred; or similar education/relevant certifications.
- High school diploma or G.E.D. equivalent required.
- Minimum of three years facility maintenance or related experience.
- A combination of education and experience may be considered.
- Aquatics Facility Operation (AFO) Certification or Certified Pool Operator (CPO) preferred or the ability to obtain.
- Must possess, or be able to obtain, CPR, First-Aid, AED certifications (training can be provided).
- Must possess and maintain a valid driver's license or the ability to obtain one within thirty (30) days of employment. Must be insurable by the District carrier at the onset and for the duration of employment.

Work Environment: Work is performed in indoor facilities and outdoor environments and may include periods of high activity. The noise level in this environment ranges from quiet to moderate to extremely loud.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may occasionally be exposed to wet and dry conditions, fumes, and toxic or caustic chemicals. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, kneel, crouch, squat, climb, crawl, talk, hear, and see. Moderate to heavy lifting and carrying of 10 pounds or greater is required.

Fraser Valley Metropolitan Recreation District Benefits

Designated full time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting

- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date