



## JOB DESCRIPTION TOWN OF WEST WARWICK

**TITLE:** Maintenance Supervisor

**DATE DEVELOPED:** 10.07.2020

**DEPARTMENT:** Civic Center

**LAST REVISION:**

**DIVISION:**

**FLSA STATUS:** Exempt

**Primary Purpose of the Position:** Under the general supervision of the Civic Center Manager will be responsible for overseeing the day to day maintenance operations, supervising staff and performing maintenance duties for the West Warwick Civic Center which consists of the Benny Magiera Ice Rink and the Thomas A. Lamb Field House.

### **ESSENTIAL DUTIES:**

- Plan, supervise and direct the work of personnel engaged in day to day maintenance of the Civic Center House;
- Prioritize work, set work standards and inspect daily maintenance;
- Ensure that all maintenance is completed in both buildings;
- Review daily maintenance check off lists with maintenance staff and report any issue and concerns with the Civic Center Manager;
- Train all maintenance staff;
- Ensure that all equipment assigned to the Civic Center are in proper working condition; this will include the Zamboni and Floor Washer and other light equipment such as lawnmowers;
- Make any necessary repairs to all broken equipment assigned to the Ice Rink and Field House; and assist Civic Center Manager in obtaining professional vendor when needed;
- Address any general plumbing issues that do not require a plumber's license in the buildings such as clogged sinks, clogged toilets leaking pipe;
- Address any general electrical issues that do not require an electrician's license in the building, such as replacing light bulbs, moving replacing electrical outlets.
- Operate and maintain the Zamboni and floor washer;
- Develop and schedule routine equipment maintenance; and maintain log of maintenance performed by both staff and outside vendors;
- Coordinate and direct office, equipment moves;
- Order supplies, materials and equipment;
- Load, move and transport materials, equipment, supplies and assist in the handling and storage of inventory;

- Perform a variety of routine maintenance duties and daily cleaning of the Civic Center;
- Maintain and clean restrooms and locker rooms;
- Clean ice rink glass and dasher boards
- Perform daily cleanup of buildings, including removal of trash;
- Perform outside yard upkeep by mowing lawn, collecting trash, etc.;
- Check property and buildings daily and keep daily log;
- Ensure that all rental customers at the Ice Rink get on and off the ice/floor according to the daily rental agreements and sheets are signed by the customer;
- Oversee that all customers and their patrons have a clean and safe space at the facility;
- Ensure the Civic Center is compliant with quality, health and safety rules, guidelines and regulations;
- Attend weekly meetings with Civic Center Manager to review and address any concerns or issues;
- Will act on behalf of Civic Center Manager when designated by the Civic Center Manager; and
- Perform related work as required.

***(The essential duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.)***

**EDUCATION AND/OR EXPERIENCE:**

- Applicant must possess a high school diploma or General Education Degree (GED) supplemented with at least two (2) years' work experience in Civic Center/Ice Rink facility with supervisory experience.

**QUALIFICATIONS/REQUIREMENTS:**

- Ability to write, read, understand and follow both written and oral communications/instructions, safety rules, operating and procedure manuals.
- Ability to write routine report and correspondence and speak before groups of residents, employee of the organization.
- Must have excellent interpersonal skills both written and verbal. Applicant must be able to operate a Zamboni; or any equivalent combination of education and experience.
- Ability to write routine reports and correspondence.
- Ability to speak before groups of residents or employees of the organization.
- Ability for basis mathematical skills in addition, subtraction and multiplication and division.
- Ability to perform electrical, plumbing and general maintenance repairs and requires working knowledge of common tools, material and equipment related to same;

- Must have working knowledge of standard practice, common tools and materials related to general electrical, plumbing and building maintenance equipment;
- Ability to operate a Zamboni and Floor Cleaner; and
- Ability to perform manual laborer using and making minor repair to small tools and mechanic equipment.

**SPECIAL REQUIREMENTS:**

- Applicant possess a valid State of Rhode Island Driver's License.
- Applicant must obtain a State of Rhode Island Crowd Control Certificate within six months or be terminated.

**PHYSICAL REQUIREMENT:**

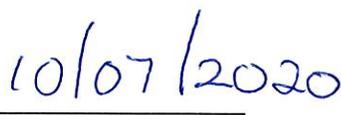
Physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk; use hands to fingers, handle or feel; use power tools; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; see, talk or hear.
- The employee must frequently lift and/or move up to 80 pounds.
- Specific vision ability required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Working environment will include all types of weather conditions, including snow, rain, heat, humidity and extreme cold.
- Work noise is moderate to loud.

*(This job description does not constitute an employment agreement between the Town of West Warwick and the employee and is subject to change by the Town of West Warwick, as the needs of the employer and requirements of the job change.)*

APPROVED:

  
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Ernest Zmyslinski

  
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Date