



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00482	Pay Grade:	7
JD Title:	Facility Supervisor	JD FTE Hours:	35
Job Family:	Athletics		

General Description

Responsible for ensuring that adequate measures and controls are in place to drive business continuity, customer satisfaction, revenue generation and cost effective management, and overall operational results for the department's facilities. Balances the competing needs of academic, athletic and intramural programs, including external users, while ensuring a safe and healthy environment.

Representative Duties & Responsibilities

- Develops and executes strategies that will generate significant new facility revenues by building on existing relationships as well as sourcing and nurturing new relationships with internal and external clients in order to maximize the use of all facilities and meeting space.
- Analyzes rental figures and sets revenue targets.
- Establishes and maintains annual facilities budget including the forecasting of revenues and shortfalls, monitoring budget and reconciling accounts.
- Negotiates contracts with internal and external clients and vendors for facilities use and maintenance.
- Initiates sales and development calls.
- Ensures compliance with all health and safety requirements, including accessibility requirements for all buildings and facilities in the department.
- Coordinates the use of all athletic facilities and meeting space within the department. Ensures that venues are booked according to established guidelines, rental contracts are signed, payment is received and space is ready and prepared as requested by user.
- Sources, receives and responds to all booking inquiries for facilities and meeting space.
- Establishes maintenance and work schedules for all indoor and outdoor athletic department facilities.
- Completes and submits work orders required to repair facilities.
- Coordinates all custodial services required to maintain the facilities.
- Plans and coordinates major repairs to facilities and coordinates with facility services to ensure the timely completion of repairs.

Supervision

- Organizes and provides training and orientation to new staff.
- Supervises and directs the activities of the Guest Services Coordinator.
- Supervises Guest Services staff in the absence of the Guest Services Coordinator.

Qualifications

- 2 year Community College diploma in Recreation and Sport Management or related field.
- Requires a minimum of 4 years of relevant experience, including one year of supervisory experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information to word process correspondence, bookings, and work orders.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Responding to all booking inquiries.
 - Ensuring health and safety compliance, based on standard requirements.
 - Coordinating repairs, maintenance, and the use of meeting spaces and facilities.
 - Initiating sales and development calls.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
 - Developing and executing strategies that will generate significant new facility revenues.
 - Negotiating contracts with internal and external clients and vendors for facilities use and maintenance.
 - Planning and coordinating major repairs to facilities.
 - Establishing and maintaining the annual facilities budget including the forecasting of revenues and shortfalls.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with clients who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00482	Pay Grade:	7
JD Title:	Facility Supervisor	Total Points:	492
Job Family:	Athletics		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5