

Vail School District Job Description

Job Title: FACILITIES USAGE SUPERVISOR

Department: Facilities & Maintenance

Reports To: Director of Facilities and Transportation

FLSA Status: Exempt

Classification: Level 21

Created: 06/20/2009

Approved: 07/28/2009

SUMMARY: Coordinates with sites regarding the scheduling, assignment, rental, and use of school facilities. Performs billing tasks for Facility Usage Programs and assists the Director of Facilities & Transportation with various community-based programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assures compliance with district policies and procedures regarding school facility use and utilization by all sites and by all users.
- Provides daily guidance and direction to office staff, school employees, community groups, government agencies, and the general public as required.
- Uses technology in the daily work of the office to ensure that all tasks are completed accurately and timely.
- Coordinates the requests for and rental of school facilities with schools and various community groups.
- Creates, updates, and manages a computerized record of facility availability, reservations, use agreements, fees billed and fees collected.
- Distributes and communicates calendar for scheduled events to office managers, lead custodians, and other administrators as needed.
- Assigns, supervises, and assists custodial staff, substitutes, and vendor agents with the set up, service during the activity as needed, and clean up.
- Develops for review an annual assessment of community use and recommends changes in the use fee schedule and related policies and procedures.
- Collects and analyzes relevant data regarding facility utilization, expenses, and revenues generated.
- Keeps Director of Facilities and Transportation informed of status and progress of ongoing and special tasks. In addition, alerts Director to potential or unforeseen complications pertaining to current policy implementation or related to goals and procedures.
- Provides information to other district departments or sites and to the public in a responsive and timely manner.
- Screens prospective employees, conducts performance evaluations; and makes recommendations for employment or termination of employees within his/her area of responsibility.
- Investigates complaints regarding facility availability, set up, clean up, building safety, employee performance and/or conduct and initiates corrective action as required.

FACILITIES USAGE SUPERVISOR

Approved: TBD

Page 2 of 2

- Reports accidents on the job, prepares and submits accident reports in a timely and responsible manner.

SUPERVISORY RESPONSIBILITIES

This position supervises clerical and classified staff assigned to the Facilities area and may direct work of custodial staff and substitutes as assigned.

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

- High school diploma or general education degree (GED).
- Associates degree or higher preferred.
- Minimum of 2 years previous experience in similar position.
- Or equivalent combination of education, training and experience in order to meet the requirements and abilities to perform the job, as approved by the Director of Facilities and Transportation.

ABILITIES

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to establish and maintain cooperative working relationships with employees, community members and groups, vendors, and the general public.
- Ability to manage a flexible work schedule including being available to assist with or resolve issues at sites during events as needed.
- Demonstrated basic proficiency in using a computer, including word processing, spreadsheets, email, and Internet.
- Knowledge of basic budgeting, accounting principals, and record keeping procedures.

LANGUAGE SKILLS

Ability to read and interpret documents such as instructions, safety rules, operating and maintenance instructions, correspondence, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization, community groups, vendors, and to the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona driver's license and minimum auto insurance.

PHYSICAL DEMANDS

FACILITIES USAGE SUPERVISOR

Approved: TBD

Page 3 of 3

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

WORKING HOURS

This position requires working flexible hours, including evenings and weekends; and may require travel to supervise or investigate complaints regarding events/activities.

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 outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold.

The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.

TRAVEL

Travel is frequent in the local area.