



Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

The Massillon Civil Service Commission is now hiring for the position of **FACILITY MAINTENANCE SUPERVISOR** for the Massillon PARKS AND RECREATION Department.

SALARY: \$19.91 - \$21.50 hourly Full-Time

BENEFITS: The City of Massillon offers a benefit package that includes:
Comprehensive Health Care Insurance
Retirement Plan
Paid Vacation
Sick Leave Benefit
Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon found on the City website Massillonohio.gov/jobs. Applications will be accepted through December 13, 2024. **You MUST submit a resume and cover letter with your City application. Failure to submit a resume and cover letter will disqualify you.**

The resume and cover letter will be examined and scored to create a certified eligibility list.

POSITION:

Incumbent serves as Facility Maintenance Supervisor on a year around basis with responsibility for planning, promoting, implementing, supervising and evaluating the Recreation Centers' physical properties including supervision of personnel, with a focus on safety, customer service and cleanliness

JOB DUTIES:

Oversees all physical properties of the Recreation Center, Parks Facilities, Legends Clubhouse and Senior Center. Including, but not limited to, all maintenance and custodial responsibilities, staff scheduling and supervision over part-time positions as well as assist, develop and implement procedures that enhance our overall customer service

Prepares and submits to the Parks & Recreation Director, or other identified supervisors, a year-round preventative maintenance schedule that includes all areas of the facility.

Exhibits exceptional organizational skills while evaluating, implementing and supervising staff schedules and job duties on a year around basis.

Ensures responsible and efficient delivery of maintenance services by coordinating use of departmental and community resources such as supplies, materials, equipment, and manpower.

Attends various community meetings to facilitate development of social, cultural, and recreational events.

Prepares and submits annual budget requests to Director of Parks and Recreation and administers budget upon approval.

Evaluates condition of the recreation facility and equipment and ensures necessary maintenance and custodial operations are performed as needed.

Supervises area employees and volunteers; including recruiting, hiring, training, scheduling and evaluating performance.

Prepares and administers area budget records and financial reports and submits to appropriate person and/or agencies.

Promotes recreation programs to the general public by assisting in developing effective marketing strategies that help increase awareness for the Department.

Prepares various reports and written documents including attendance, maintenance evaluations, monthly and end of the year reports, inventories, etc

Receives and investigates public complaints pertaining to customer service, cleanliness and safety of the facility and initiates appropriate action to resolve.

Occasionally travels to state, regional, and other professional training seminars and workshops.

Performs related duties as assigned.

JOB REQUIREMENTS

Thorough knowledge of the full range of theories and principles accepted in the field of parks and recreation equivalent to a Bachelor's Degree in Recreation Management or related field. Incumbent must have practical field experience with a strong background with electrical, HVAC systems, pool filters, auto body experience, and general maintenance practices. Applicant must have a minimum of 5 years of facility maintenance experience and supervisory experience. Those with Specialized education, training and experience which provide the necessary knowledge, skills and abilities for the position are welcome to apply. Excellent communication and organizational skills are a must.

Thorough knowledge of recreation and municipal government functions, and the ability to assist the recreation division operations and staff consistent with department and program goals/objectives that meet the social, cultural, and recreational needs of the community.

Ability to prepare and maintain accurate financial records and reports.

Ability to direct, train, coordinate, and evaluate the work of others.

Ability to express thoughts professionally; written and oral computer skills are a must.

Knowledge of standard practices and procedures in administering first aid and CPR.

Ability to legally operate a motor vehicle.

Ability to obtain a Certified Pool and Spa Operator license or equivalent within one year.

Must adhere to City and Department policies and procedures.

DIFFICULTY OF WORK

Incumbent performs duties that are broad in scope and impact and will require the consideration of complex variables and their potential interrelationships in the assessment, design, and implementation of the safety and appearance of the community recreation center. Guidelines are not always clearly applicable to particular situations, calling for individual judgement in selection and modification of standard strategies and procedures to best fit the various social, cultural, and recreational needs of the population served.

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 job functions.

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools or controls; climb balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit.

The employee must frequently lift and/or move 10-30 pounds; must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

RESPONSIBILITY

Incumbent performs majority of duties according to general policies and guidelines established by the Parks & Recreation Department. Work is periodically reviewed for overall soundness in practices and conformance with general goals and policy.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with department superiors, subordinates, members of various boards and commissions, and members of the community for a variety of purposes including explanation and interpretation of policy and program goals, coordination of activities, and rendering program services.

Reports directly to the Director of Parks and Recreation.

BONUS INFORMATION:

BONUS CREDIT – DOCUMENTATION & STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214- Long Version) as proof of honorable military service and discharge to receive credit. Credits are only applied to passing scores of 70% or higher.*

Additional Examinations: Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

REASONABLE ACCOMMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.

Massillon Civil Service Commission

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