

CITY OF SCOTTSBORO
JOB POSTING
PARKS & RECREATION DEPARTMENT

Posted: Friday, November 18, 2022
Position: Building Supervisor – Evening/Weekend Part-time
Range: \$12.50 per hour

1. Possession of a current and valid Alabama driver's license.
2. Must be a U.S. Citizen.
3. Must pass pre-employment screening.

Under the direction of the Director, employee insures that program objectives are accomplished at the Recreation Complex through supervision of personnel assigned to specific aspects of the program. Work is performed in accordance with general policies, but the employee must exercise independent judgment and ingenuity in accomplishing program objectives and interpreting the needs and desires of the public.

Job Domains: Relates agency objectives, regulations, policies, services and guidelines to programs of the facility. Opens and closes facility at scheduled hours of operations. Supervises building after hours for scheduled facility rentals. Breaks down tables and chairs after scheduled facility rentals. Relays customer concerns and complaints to the Director. Supervises evening and weekend employees (lifeguards, office workers, custodians, etc.) Assists with afterhours deliveries to recreation complex. Perform other duties as assigned.

Knowledge, Skills, and Abilities: Knowledge of municipality operations. Verbal skills to communicate with the public, supervisors, co-workers, citizens and public officials. Organization skills to insure facility rentals are managed. Ability to work independently and use appropriate judgment. Ability to use a variety of office equipment. Ability to deal with the public in a calm, courteous and professional manner. Ability to prioritize and multitask.

The City of Scottsboro is an Equal Opportunity Employer and Drug-Free Workplace