



POSITION OPENINGS

PART-TIME BUILDING SUPERVISOR

PART-TIME BUILDING SUPERVISOR at the Saint Peter Community Center. Evenings and weekends. Minimum qualifications include: High school diploma or equivalent. CPR and First Aid training or ability to be certified within six months of employment. Experience working with the public. Desirable qualifications include: Experience in building maintenance functions. \$11.68 per hour. Applicants must complete a City of Saint Peter available online at www.saintpetermn.gov/365/employment, from the City Administrator's Office at 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on November 5, 2021. Faxed and/or late applications will not be accepted. AA/EOE

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

PAY EQUITY POINTS: 98

POSITION TITLE: BUILDING SUPERVISOR

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: DIRECTOR OF RECREATION AND LEISURE SERVICES

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Recreation and Leisure Services, the Building Supervisor will supervise the St. Peter Community Center building and perform light custodial duties as deemed appropriate.

ESSENTIAL JOB FUNCTIONS:

- Weekend opening and closing of the building; closing of the building during weekdays.
- Coordinate and assist the public with previously reserved room rentals.
- Supervision of building usage during non-office hours.
- Monitoring of the building on weekends and after hours in the entryways, bathrooms, hallways, locker rooms, gymnasium, and community rental rooms.
- Light cleaning as needed including vacuuming, mopping, dusting, washing tables and other furnishings, and window cleaning.
- Enforcement of order and proper conduct in the building during non-office hours.
- Perform related duties as occasionally assigned by the Supervisor.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Building Supervisor is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of six feet, reach above shoulder level; Continuously use hands for firm grasping and fine manipulating

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Strength: Continuously carry up to thirty-four pounds and lift up to thirty-four pounds; Frequently carry thirty-five to seventy-four pounds and lift thirty-four to seventy-four pounds; Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds.

Stamina: Continuously endure exposure to dust, fumes, gases, mist, wet, humid; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation.

Vaccinations: Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Building Supervisor by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Building Supervisor is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively; understand and carry out directions; accept responsibility; maintain confidentiality when needed; provide assistance to the public, tenants and fellow employees.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- CPR and First Aid training or ability to be certified within six months of employment.
- Experience working with the public.

DESIRABLE QUALIFICATIONS:

- Experience in building maintenance functions.
- Current CPR and First Aid Certification.

Adopted: 08-10-2015