



## VILLAGE OF PALM SPRINGS

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### Human Resources Office JOB POSTINGS

<b>POSITION:</b>	<b>FACILITY SUPERVISOR</b>
<b>DEPARTMENT:</b>	Leisure Services
<b>SALARY:</b>	\$7.00 per hr
<b>STATUS:</b>	Casual
<b>SHIFT:</b>	Varies
<b>TOTAL HOURS/WEEK:</b>	Varies approx 10 -20 hours

#### **DESCRIPTION:**

Dependable employee responsible for the supervision of the Leisure Services facilities including the turning on and off of all lights for the tennis courts, basketball courts, playground, and ball fields. May be required to work special events and/or special programs.

Additional responsibilities include the collection of daily program registration fees, keeping required inventories and providing information on the Leisure Services Department programs to the public via telephone and in person. HS/GED required. EOE. DFWP

Apply between 8:00am - 4:00pm Mon – Fri at:  
H.R. Office, 226 Cypress Lane, 2<sup>nd</sup> Floor; Palm Springs, FL 33461

**VILLAGE OF PALM SPRINGS**  
**FACILITY SUPERVISOR - CASUAL**

**GENERAL DESCRIPTION:**

Employees in this position are responsible for the supervision of the Leisure Services facilities, Sago Park Community Center, tennis courts, basketball courts, playground, and athletic facilities, including routine procedures and special assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This is a casual position which requires the employee to work independently within the guidelines established by the Leisure Services Director and/or Assistant Director.

**EXAMPLES OF WORK** (Illustrative Only)

Employees in this position are responsible for collecting daily and program registration fees. They must also check permits and monitor the Leisure Services facilities. They are responsible for turning on all court and ball field lights, keeping required inventories, and providing information on Leisure Services Department programs to the public via telephone and/or in person. May be required to work special events and/or special programs.

**PHYSICAL DEMANDS:**

Employees in this position must possess manual dexterity sufficient to operate office equipment. This position may require employee to stand and/or sit for long periods of time as well as occasional reaching, bending, stooping, and lifting not to exceed 30 pounds without assistance. Acceptable hearing and eyesight, with or without correction, are required. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**ENVIRONMENTAL CONDITIONS :**

Employee will work in air conditioned office surroundings as well as outdoors in varying and changing weather conditions. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**TOOLS AND EQUIPMENT USED:**

Must possess knowledge of basic office equipment and machinery to include computer, copy machine, calculator, and related business equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of Leisure Services Department and Village procedures is required. Employee must be able to work independently and handle money and simple bookkeeping tasks. Must be computer literate to include Microsoft programs. Must be able to communicate verbally with patrons.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school or G.E.D. is required. Must possess basic computer skills, knowledge and experience. Employee should possess some experience in dealing with people in a very accommodating yet firm manner. Employee should have a general interest in sports, athletics and people. The ability to courteously interface/deal with the general public and dependability are extremely important in this position.

**COLLECTIVE BARGAINING UNIT: None**