

Razor Management Inc.

Facility Supervisor – Monarch Park Stadium and Central Tech Stadium

Job title	<i>Facility Supervisor – MPS, CTS</i>
Reports to	<i>Facility Manager – MPS, STP, CTS</i>
Direct Reports	<i>Part-time Facility Staff – MPS, CTS</i>
Salary Range	<i>\$34,000-\$44,000/year</i>

Job Overview

As the Facility Supervisor at Monarch Park Stadium and Central Tech Stadium, you will be responsible for the day-to-day coordination and supervision of staff and activities at the facilities, ensuring a high standard in cleanliness, customer service, health and safety, and reporting is being completed. This is a front-line position requiring strong communication, time management, and leadership skills, as well as a strong willingness to learn about, understand, and maintain all facility-related spaces and equipment.

Primary Duties and Responsibilities

- Communicate and coordinate with other supervisors and part-time facility staff regarding facility operations, user group requirements, and facility schedules at Monarch Park Stadium and Central Tech Stadium.
- Organize and prepare facility spaces and equipment as required for different users, events and activities (ie. divider netting, goals, football posts, etc.)
- Maintain facility grounds by performing regular landscaping and snow removal as required.
- Monitor seasonal dome mechanical units and operations, including performing regular backup tests and preventative maintenance at Monarch Park Stadium.
- Maintain appropriate facility logs and reports, submitting each to the Facility Manager or Director of Operations as required.
- Communicate and enforce facility rules with user groups, students, and community members. Tracking any disciplinary actions suggested or taken, in writing.
- Supervise part-time facility staff, and assisting with staff training and reviews on a regular basis.
- Maintain a positive relationship with school board partners and community members at Monarch Park Stadium; communicating with key contacts, monitoring school sports schedules, and attending meetings as scheduled.
- Administration and front-line support of the fitness spaces at Monarch Park Stadium, including preparing user agreements, collecting payments, data entry, and direct communication with coaches/administrators and part-time staff on site.
- Assist with dome up and dome down, including operating heavy equipment if appropriate.
- Perform facility related tasks as scheduled, including cleaning, ordering supplies and equipment, performing front desk reception duties.
- Special projects as assigned.

Required Skills and Experience

The position requires the following qualifications:

- Business, sport/recreation, or other relevant post-secondary diploma/degree
- At least 2 years relevant work experience in a related field.
- Certifications in First Aid/CPR are required; Working at Heights, Fall Arrest are assets
- A clear vulnerable sector check is required
- Ability to work long stretches while standing, lifting/moving sports equipment, and using other equipment, tools, and supplies.
- Knowledge of EZ Facility, and proficiency in cash handling and asset
- Lifting and/or moving items up to 50 pounds.

Work Schedule

Work schedule will include daytime, evening and weekend hours, to be determined on a quarterly basis. Facility Supervisors must maintain a high visibility presence on site during facility rental hours. The position will require regular shifts at both Monarch Park Stadium and Central Tech Stadium on a weekly basis. The facility supervisor's schedule may be adjusted from time to time to accommodate special events, meetings, and/or special supervision of specific user groups, to be determined on an ongoing basis.