

Village of Sussex Position Description

Position Title:	Site Supervisor	Department:	Administrative Services
Revision Date:		Pay Grade:	1 FLSA: NE
Staff to Committee(s):	None	Reports To:	Recreation Coordinator

Job Summary

The Site Supervisors provide on-site support and excellent customer service to renters at the Civic Center Building. When not actively helping a renter the Site Supervisor will perform light cleaning activities.

Essential Duties & Responsibilities

Including, but not limited to:

The Site Supervisor is responsible for general building supervision in the absence of full-time department staff. The position assists building users with equipment needs or other set-up questions. Sweeps, mops, vacuums and cleans assigned areas on a daily basis, including washing windows, cleaning and disinfecting facilities and basins. Collects and removes refuse and recycling materials as necessary. Replenishes supplies such as soap, towels and tissues as specified by supervisor. Assists with the closing and opening procedures of the building. Keeps entrances to facilities orderly by sweeping and cleaning dirt and debris, light sidewalk shoveling and salting as necessary. Reports security concerns to the proper authorities. Ensures that all outside and/or inside doors and other areas of entry are secured/locked at the proper times. Completes room set-up in a timely and accurate manner when required. Operates building maintenance equipment as needed. Performs other duties as assigned.

Minimum Requirements

- High School Degree or G.E.D for adults, work permit for minors

Knowledge, Skills and Abilities

Must be able to interact well with people of all ages in a harmonious manner and maintain confidentiality. Must be able to operate basic appliances, tools and cleaning appliances.

Physical Demands of the Position

65% of the time is spent standing, walking, talking, hearing, carrying and low handling.
30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.
5% of the time is spent sitting, typing and talking on the phone.

Must be able to lift at least 40 pounds to chest height.

Environmental Conditions

90% of the time is spent inside

10% of the time is spent outside, occasionally in extreme weather.