### Position Description

**JOB TITLE:** Facility Supervisor  
**DATE REVISED:** March 25, 2015  

**CLASSIFICATION:** Part Time  
**DEPARTMENT:** Operations

**REPORTS TO:** Coordinator of Facility Operations  
**PAY RATE:** $9.00

### Essential Responsibilities

Oversee the 152,275 square foot UAB Campus Recreation Center, including but not limited to risk management, staff oversight, customer service and emergency response.

### Specific Responsibilities

- Respond to all medical and non-medical emergencies
- Oversee and delegate responsibilities to 8-10 person staff
- Responsible for offering outstanding customer service
- Ensure that all risk management measures have been taken
- Assist in the hiring, evaluation and promotion of student staff
- Assist in troubleshooting CSI issues/questions for student staff
- Continually monitor all facility activity and program areas
- Document participation count for each activity area
- Assist in the interviewing and training of new student staff
- Setup for rentals and special events as needed
- Ensure all fitness equipment is in working condition
- Ensure all facility tasks and checklists are completed each shift
- Completion of all Incident and Accident reports as necessary
- Ensure that all facility spaces are clean and safe
- Other duties as assigned

### Minimum Requirements:

Must be a student at the University of Alabama at Birmingham that has been with Campus Recreation for at least one academic year. Has a thorough knowledge of Campus Recreation practices and policies. Successfully demonstrated expert knowledge of CSI software. Must be certified in as a CPR/First Aid/AED Professional Rescuer.
Competencies

[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies

• Basic computer competency

Professional Competencies

• Ability to handle customer service issues.
• Ability to manage and monitor 152,275 square foot Recreation Facility.
• Ability to perform all American Red Cross skills as trained.

Human Relations

Internal contacts include staff at all levels. External contacts include external customers. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

Work Environment and Physical Demands

(The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

Work Environment

• Several hours on feet/walking around
• Moderate to loud noise

Physical Demands

• Assisting in event setups requiring lifting exceeding 30lbs

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.