

Northfield

Public Schools 1 S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Community Services Building Supervisor	Department: Community Services
Immediate Supervisor's Position Title: Director of Community Services	FLSA Status: Non-exempt
Band/Grade/Subgrade:	Bargaining Unit:
Job Summary: Responsible for building supervision and customer service for Community Services instructor and participants, and facility use permit holders and participants.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provide supervision and customer services for Community Services instructors and participants.
Percent of Time:	50%	
Tasks involved in fulfilling above duty/responsibility: posting signs for classes; delivering class packets to instructors at the site and collecting packets at the last session; ensuring all necessary equipment is present in rooms prior to instructor check-in; assisting instructors in carrying supplies to rooms; greeting participants and directing them to classrooms; and troubleshoot any problems that may arise.		

Duty/Responsibility No:	2	Statement of duty/responsibility: Provide supervision and customer services for facility permit holders and participants.
Percent of Time:	50 %	
Tasks involved in fulfilling above duty/responsibility: directing permit holder and participants to assigned spaces; be visible and provide services as necessary; and ensure that permit holders use facility within scheduled times.		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
less than high school diploma				Major field of study or degree emphasis:			
x High school diploma or GED.							
1 year college		x 2 years college					
3 years college		4 years college					
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:			
2nd year graduate level							
Doctorate level							

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: organization, communication, planning, coordinating events,
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised			# of Employees
TOTAL			

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL