



**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

October 2012

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: B-2-2	Bargaining Unit: Community Services Staff
Job Summary: Responsible for supervision of the school district facilities (buildings and/or grounds) by Community Services facility permit holders and users during non-school hours.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Maintain the safety and security of the school building.
Percent of Time:	100 %	
Tasks involved in fulfilling above duty/responsibility: Includes monitoring building for safety and security, checking participants' activities and permit holders and their participants for authority to be in the building; opening doors to areas as needed; and enforcing building security actions as needed.		

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.		
	<table border="1"> <tr> <td>1 year college</td> <td>2 years college</td> </tr> </table>		
1 year college	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: Effective customer service
	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:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: Customer Service and facility usage.
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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:

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		
		X		

