

OPEN



# FACILITY SUPERVISOR

## Posting No. 09-105

SPOKANE  
COUNTY  
HUMAN  
RESOURCES  
DEPARTMENT

EMPLOYMENT OPPORTUNITY

**OPENING DATE:** August 10, 2009

**CLOSING DATE:** March 19, 2010, 4:30 p.m.

### HOW TO APPLY:

- Submit the attached Facility Supervisor Application.
- Indicate on the application the position titles in which you are interested.
- Fill out both sides of application completely.
- These are Extra-help positions - no benefits - employment will not exceed 5 months.
- Positions may require successful clearance of a WA State Patrol inquiry under the Child and Adult Abuse Information Act.

**NOTE:** Current vacancies supervise Adult Recreation League play (basketball/volleyball), ensuring rules of the school and programs are being followed; work is performed in the evenings (hours may vary between 6:00pm-10:00pm); work locations include various high school/ junior high school gymnasiums within Spokane County.

### EXAMPLES OF DUTIES & MINIMUM REQUIREMENTS

#### **FACILITY SUPERVISOR 1** \$8.75 – \$9.25/hour

Under general supervision, monitors and performs duties relating to recreational activities including keeping score, operating scoreboards, setting up volleyball nets, ensuring gyms are ready for play, etc. **Minimum Requirements:** Any combination of training and experience that demonstrates knowledge and abilities for the particular assignment.

#### **FACILITY SUPERVISOR 2** \$9.00 - \$9.50/hour

In addition to the duties outlined for Facility Supervisor 1: Under general supervision, performs semi-skilled maintenance tasks; performs supervisory duties relating to recreational activities and acts as liaison with referees and custodians. Works more independently and with greater skill than a Facility Supervisor 1. **Minimum Requirements:** Any combination of training and experience that demonstrates knowledge and abilities for the particular assignment. A typical way to obtain the

knowledge and abilities would be 3 months experience that demonstrates necessary knowledge and abilities for the particular assignment.

#### **FACILITY SUPERVISOR 3** \$9.75 - \$10.25/hour

In addition to the duties outlined for Facility Supervisor 2: Under limited supervision, supervises lower level employees including training and assigning, directing, and coordinating work. Conducts more complex special projects. **Minimum Requirements:** Any combination of training and experience that demonstrates knowledge and abilities for the particular assignment. A typical way to obtain the knowledge and abilities would be 6 months experience that demonstrates necessary knowledge and abilities for the particular assignment. Prior supervisory experience may be required for those positions that have this responsibility.

See other side for important additional information

1229 W. Mallon, SPOKANE, WA 99260-0230

Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS • [www.spokanecounty.org](http://www.spokanecounty.org)

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## **SPECIAL REQUIREMENTS FOR ALL POSITIONS**

**BACKGROUND CHECK:** All positions require successful clearance of a Washington State Patrol inquiry as required under the Child and Adult Abuse Information Act.

**LICENSE:** Certain positions may require a valid driver's license.

## **SELECTION FACTORS**

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Demonstrated knowledge and ability for the particular assignment.

## **BEHAVIORAL STANDARDS**

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Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

## **SELECTION PROCESS:**

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Initial screening will be solely based on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority may review your application materials. Based on qualifications, top candidates may be interviewed. This process may be subject to change.

<p><b>All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date.</b></p>
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## **NOTES**

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For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to accommodate all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

