

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
Wednesday; December 14, 2022 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Trustee Committee Reports
 - Personnel & Salaries (Terry) - Personnel Job Duties
 - Personnel & Salaries (Terry) - Additional Items Discussed (If Any)
 - Marina (Morris) - Fence the Marina
 - Marina (Morris) - Replace Shed
 - Marina (Morris) - Dock Boxes
 - Marina (Morris) - Additional Items Discussed (If Any)
5. Additional Items as Needed

(Resident comments agenda item 3 minutes)
6. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Job Description: Maintenance Supervisor

Approved: _____

Maintenance Supervisor Responsibilities:

- Inspect sites regularly to identify problems and necessary maintenance.
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads.
- Supervise and train workers.
- Coordinate daily cleaning and maintenance activities.
- Oversee all repairs and ensure that work is completed on time.
- Maintain all inventory and equipment, and ensure proper storage.
- Comply with all health and safety regulations and practices on site.
- Conduct preventative maintenance work.
- Conduct follow-ups on all maintenance and repair work.
- Conduct safety inspections as scheduled.
- Establish strategies to meet workload demands on time.

Maintenance Supervisor Requirements:

- 2 years of experience in maintenance
- Strong knowledge of building trades, cleaning procedures and maintenance.
- Solid understanding of health and safety regulations and practices.
- Fantastic organizational and leadership skills.
- Great eye for detail.
- Excellent communication and interpersonal skills.
- Works well under pressure and meets tight deadlines.
- Computer literate
- Great time management skills.
- Strong decision-making and problem-solving skills

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