

Agenda
Bayshore Gardens Park & Recreation District
Personnel & Salaries Committee Meeting
Tuesday; December 06, 2022, at 7:00 P.M.

1. Roll Call
2. Personnel Job Duties
3. Additional Items as Needed
4. Adjourn

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.

Although not required by law, if an employee wants to take a lunch, the District permits each employee to schedule this unpaid period as prearranged with his/her Manager so that the absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

While the District does not provide scheduled breaks for employees, they are permitted to breaks as required by your position's duties.

If employees have unexpected personal business to take care of, they must notify the Manager to discuss time away from work and make provisions as necessary. Personal business including personal phone calls will be conducted on the employee's own time.

Employees who abuse the break policy or do not adhere to the break policy will be subject to disciplinary action, including termination.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action, documents related to employee performance reviews, and all tax forms for payroll deduction. ***Social Security numbers, phone numbers and home addresses shall be redacted on any copy provided pursuant to a public records request. EMPLOYEE MEDICAL RECORDS ARE EXEMPT PROTECTED BY HIPPA.***

~~Personnel files are the property of Bayshore Gardens, and access to the information is restricted. Management personnel of Bayshore Gardens who have a legitimate reason to review the file are allowed to do so.~~

Employees who wish to review their own file should contact the Manager. With reasonable advance notice, the employee may review his/her personnel file in District's office and in the presence of the District Office Manager and either the Chair of Personnel & Salaries or Chairman of the Board. The employee may receive a copy of his file at no cost to the employee.

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Manager of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Maintenance Supervisor

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

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
Maintenance Supervisor

Job Summary:

The Maintenance Supervisor will oversee maintenance and repairs of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), carpentry, painting, and other building systems.

Supervisory Responsibilities:

- Trains maintenance department staff.
- Organizes and oversees the schedules and work of maintenance staff.
- Conducts performance evaluations that are timely and constructive.
- Participates in discipline and termination of employees as needed and in accordance with company policy.

Duties/ Responsibilities:

- Oversees the day-to-day operations of the maintenance department.
- Evaluates systems or facilities to determine maintenance or repairs that need to be performed.
- Assesses building systems to plan work assignments and project schedules.
- Develops maintenance procedures and schedules.
- Ensures maintenance and repair work is completed correctly and in a timely manner.
- Assists with departmental budget estimates and costs of specific repair projects.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Knowledge of building systems such as plumbing, electrical, and HVAC.
- Analytical and problem-solving skills.
- Ability to identify issues and determine repairs that are needed.
- Ability to plan maintenance schedules for building systems.
- Excellent management and supervisory skills.
- Proficient with Microsoft Office Suite or similar software.

Education and Experience:

- High school diploma or equivalent required.
- At least five years of maintenance experience required.

Physical Requirements:

- Must be able to traverse property and facility to diagnose building issues and plan repairs or maintenance.
- Must be physically able to perform repairs when needed and be able to lift 50 pounds at a time.