

Adaptive Sports Foundation Job Description

Job Title: Building and Equipment Maintenance Supervisor

Reports To: Executive Director and Program Director

FLSA Status: Non Exempt

Summary: Responsible for assisting with the daily operations of the Adaptive Sports Foundation relating to but not limited to the organization and maintenance of all sport equipment, management and supervision of Equipment Volunteer Technicians, maintaining accurate rental records, and general building and grounds maintenance by performing the duties listed below.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Responsible for the general workings, cleanliness and organization of the Adaptive Sports Foundation's equipment room.*
2. Responsible for all maintenance on all sports equipment.*
3. Responsible for the maintenance of the Adaptive Sports Center which includes but is not limited to light landscaping work, outdoor clean up, scheduling and coordinating maintenance and repairman, coordinating the cleaning service, small improvement projects on the building, coordinating snow removal, and ordering supplies for the building.*
4. Responsible for ordering and the organization of general building needs.*
5. Responsible for the overall appearance and cleanliness of building and facility grounds.*
6. Responsible for maintaining an accurate inventory of Adaptive Sports Foundation's equipment.*
7. Responsible for the development and execution of the Adaptive Sports Foundation's annual overall equipment budget in coordination with the Program Director and Executive Director.*
8. Responsible for keeping well organized and accurate records and documentation on all sports and rental equipment.*
9. Responsible for Adaptive Sports Foundation vehicle and trailer maintenance, registrations and inspections.*

10. Responsible for the management, supervision, and training of all shuttle bus drivers*
11. Responsible for the management, supervision, and training of all volunteer equipment technicians*
12. Responsible for keeping well organized and accurate certification records on all Volunteer Equipment Technicians.*
13. Responsible for ordering and the organization of food supply during the winter.*
14. Attends staff meetings and appropriate trainings.*
15. Assists with various fundraising activities as directed by the Executive Director.*
16. Responsible for stocking all bathrooms and kitchen areas.*
17. Responsible for assisting in programs as directed by the Executive Director, Program Director or Director of the day.*
18. Must maintain a clean driver's license and ability to drive ASF vehicles.*

Supervisory Responsibilities:

Directly supervises in the Equipment Volunteers Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance of volunteers; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, inventory software, internet software, and database software.

Education/Experience:

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience.

Equipment:

- Ski/snowboard tuning equipment
- Bicycle tuning and repair
- Saws
- Cleaning tools, equipment
- Basic carpentry tools

Knowledge, Skills and Other Abilities:

- Working knowledge of disabilities and outdoor recreational programs.
- Strong verbal communication skills
- Professionalism
- Ability to be self-motivated
- Innovation
- Creativity
- Ability to work independently
- Ability to prioritize multiple responsibilities
- Ability to work in a flexible, positive, and team oriented work environment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; and talk or hear. The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to work in high, precarious places and vibration.

The noise level in the work environment is often loud.



Sports Education & Program Center for
People with Disabilities

Adaptive Sports Foundation
PO box 266, 100 Silverman Way
Windham, NY 12496
518-734-5070

APPLICATION FOR EMPLOYMENT

The Adaptive Sports Foundation is an equal opportunity employer and does not discriminate regarding any employment decision on the basis of race, color creed, national origin, religion and/or disability.

PLEASE PRINT CLEARLY

I. POSITION: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Daytime Phone: () _____

Email Address: _____ Social Security Number: _____

Are you 18 years of age or older? Yes _____ No _____

Have you ever applied to this company before? Yes _____ No _____

How did you learn about the Adaptive Sports Foundation, or who referred you? _____

II. EDUCATION:

High School: _____ Diploma/Degree Earned: _____

College: _____ Diploma/Degree Earned: _____

Graduate: _____ Diploma/Degree Earned: _____

III. WORK EXPERIENCE:

Please list your previous employers in chronological order, with your present employer first. Be sure to list all periods of time including Military Service and Unemployment.

Name of Employer: _____ **Address:** _____

Position: _____ **Phone:** () _____

Dates Employed: _____

Name of Employer: _____ **Address:** _____

Position: _____ **Phone:** () _____

Dates Employed: _____

Name of Employer: _____ **Address:** _____

Position: _____ **Phone:** () _____

Dates Employed: _____

IV. CHARACTER REFERENCES:

Please list people who know you well and are not related to you.

Name: _____ **Phone:** () _____

Name: _____ **Phone:** () _____

Have you ever been convicted of a misdemeanor or felony? Yes _____ No _____

If yes, please give explanation: _____

PLEASE TURN OVER



V. EMERGENCY CONTACT INFORMATION

In case of an accident or emergency, whom should we contact?

Name: _____ Relationship: _____

Home Address: _____ Home Phone: _____

Work Address: _____ Work Phone: _____

VI. APPLICANTS STATEMENT

I understand that this application will be given every consideration, but it is not a promise of employment. I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and Adaptive Sports Foundation has the same right. No one other than the Executive Director of the Adaptive Sports Foundation has the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that a pre-employment physical will not be required. However, Adaptive Sports Foundation reserves the right to require a physical examination of all applicants within a specific work group once an offer of employment has been made. Furthermore, Adaptive Sports Foundation reserves the right to a drug or alcohol test prior to employment, at any time during employment and/or after any job related accident to the extent permitted by law.

I understand that the Adaptive Sports Foundation may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends and others with whom I am acquainted. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I further understand that the Adaptive Sports Foundation may contact my previous employers and I authorize those employers to disclose to Adaptive Sports Foundation all records pertinent to my employment with them.

I release all parties from liability for any damages that may result from furnishing the requested information. I hereby state that all of the information that I provided on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

Signature: _____ Date: _____