

Position Description

Job Title:	RSI – Event Facility Supervisor	Revision Date:	2/28/22
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Facetta Greene
Hourly Rate:	\$16.00 - \$18.00/hr	Application deadline:	Open Until Filled
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City’s residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The City of Philadelphia, by and through Philadelphia Parks & Recreation Department, owns and operates an open outdoor amphitheater known as the Dell Music Center. The Dell is a community service venue that provides citizens of Philadelphia and surround areas with an opportunity to attend concerts and cultural events, featuring world-class entertainers as well as local talent.

The Recreation Specialty Instructor (RSI) will serve as the Event Facility Supervisor at The Dell. This position is essential to the overall operation and maintenance of the venue, venue grounds, mechanical systems, and equipment. The Facility Supervisor will work closely with the Operations Manager and Lead Consultant to support all operations and manage the daily task of support staff.

Responsibilities

- Coordinate and direct daily assignments of Facility Caretakers, ensure employees have all instructions necessary to complete assignments properly
- Responsible for the overall maintenance of the venue, grounds, mechanical, landscaping, plumbing and general labor
- Responsible for the set up and breakdown of certain aspects of events
- Supervise employees to ensure they are on task and provide immediate assistance and instructions as needed
- Work with consultants, contractors, vendors, and others as needed to provide access to the facility or provide support.
- Inspect all areas of the venue for safety and maintenance issue and report work orders
- Maintain inventory of equipment and supplies
- Review and understand equipment and methods of operation
- Support after hours building needs and activity request
- Develop staffing needs and schedules
- Oversee unloading of trucks
- Review completed work of contractors to ensure they are compliant with all requirements
- Other related tasks as assigned

Competencies, Knowledge, Skills and Abilities

- Ability to troubleshoot basic repairs in plumbing and electrical systems
- Ability to function in a fast paced, high-pressure environment.
- Strong communication and interpersonal skills
- Detail oriented
- Ability to work independently and as part of a team
- Ability to follow both written and verbal directions
- Knowledge of leadership and supervisory best practices
- Ability to work flexible schedules including nights, weekends and various weather conditions
- Ability to stand for extended periods of time
- Knowledge of customer service best practices
- Ability to make independent decisions

Qualifications (Education and Experience)

- High School diploma or equivalent
- Minimum 3 years janitorial/maintenance supervisor experience
- Demonstrated experience in building and grounds operations
- Excellent customer service skills



Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Must provide proof of COVID-19 Vaccination as a condition of employment
- Interested candidates must submit a resume and cover letter to Facetta.Greene@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr @phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>