



## Enriching Lives & Connecting Communities

### **District Maintenance Supervisor Procedures (Daily and Weekly)**

Property Management  
Policy No. 12010

Revision Date: November 18, 2013  
Last Revised: January 24, 2011

#### **Policy Statement**

Richland County Recreation Commission has established the following procedures, duties and responsibilities to assist the District Supervisors in solving problems effectively and efficiently. This policy is not intended to replace the formal job description.

#### **Guidance:**

- Roll Call - Check roll for attendance of assigned staff.  
  
Note: Each Monday before payday Friday, timesheets are due by 11:00 a.m. to the Finance Department.
- Issue written work orders - Daily to each crew/crew member.
- Depart from office by or before 7:45 a.m. daily, unless otherwise directed, in order to supervise crews more effectively.
- Purchases or repairs shall be approved in advance by the Director of Construction, Director of Support Services or Division Head of Facility Operations.
- Supervisors are to be with crews at all times unless directed otherwise.
- Supervisors shall immediately report all hazardous or potentially hazardous conditions in the buildings to the Division Head of Facility Operations and appropriate safety personnel.
- A weekly Facility Inspection Report shall be submitted on every Tuesday by 9:00 a.m.
- Weekly Maintenance Requests shall be submitted on every Tuesday by 12:00 p.m. to include any extra details performed during the previous week.

- Incident reports and oral reprimands are to be issued by District Maintenance Supervisors; followed up by a written report of the reprimand to the Division Head of Facilities.

A professional demeanor displaying leadership, good/proper judgment and analysis, employee development, unit performance, and oral and written communication skills are expected.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.