

**Position Description
County of Decatur, Indiana**

Building Supervisor – Part-Time

Pay Rate: \$15.00 per hour

Employment Type: Part-Time

Work Schedule: Evenings and weekends required

Job Summary

The Building Supervisor is a part-time position responsible for opening, supervising, and closing assigned facilities while ensuring a safe, clean, and welcoming environment for all patrons. This role provides on-site oversight during scheduled activities, assists users as needed, and ensures the facility is properly maintained before, during, and after use.

- Open and secure the facility according to scheduled activities.
 - Prepare and set up the facility for programs, events, or rentals.
- Essential Duties and Responsibilities**
- Maintain a neat, clean, and orderly facility at all times.
 - Supervise facility use and maintain control to ensure safety and compliance with facility rules.
 - Monitor and maintain restrooms, ensuring cleanliness and proper supplies.
 - Collect trash and empty receptacles as necessary.
 - Return all equipment, furniture, and materials to proper locations prior to closing.
 - Collect rental fees when required and follow established procedures.
 - Remain visible and available to assist patrons, renters, and staff as needed.
 - Report maintenance issues, safety concerns, or incidents to appropriate personnel.

Qualifications

- **Ability to work independently and responsibly.**
- **Strong attention to cleanliness, organization, and safety.**
- **Good customer service and communication skills.**
- **Ability to follow schedules, policies, and procedures.**

Physical Requirements & Work Environment

- **Frequent standing, walking, and light lifting.**
- **Ability to perform basic cleaning and setup tasks.**
- **Must be able to work evenings and weekends as scheduled.**

Reporting Structure

This position reports directly to the Administrative Assistant.

Equal Opportunity Statement

Decatur County Parks and Recreation is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status.

Interested applicants should submit an online application and return to hr@decaturcounty.in.gov

Position posted: 1/13/2026

Position removed: 1/27/2026

