

Policy 115A

Comins Township Supervisor Oversight of Facilities Manager

At a Regular Meeting of the Comins Township Board, held on Tuesday, August 26th, 2025, a Motion was made by K. Salsbury, seconded by A. Barajas, and carried, to establish the following guidelines, which are attached.

Purpose:

To establish a clear supervisory structure for the management of township facilities, ensuring accountability, operational efficiency, and consistent communication with the Township Board.

Policy Statement:

The Township Supervisor shall serve as the direct manager of the Facilities Manager. This policy outlines the responsibilities of the Supervisor in overseeing facilities operations and maintaining regular communication with the Township Board.

Scope:

This policy applies to the Township Supervisor, Facilities Manager, and all relevant township personnel involved in facilities operations.

Responsibilities

Supervisor:

- Acts as the direct supervisor of the Facilities Manager.
- Provides guidance, support, and oversight of daily operations, maintenance schedules, and project execution.
- Conducts regular check-ins with the Facilities Manager to review progress, address issues, and set priorities.
- Approves time off requests, evaluates performance, and ensures compliance with township policies and safety standards.
- Reports to the Township Board on facilities-related matters at least once per quarter, including:
 - Status of ongoing and completed projects
 - Budget updates and expenditure
 - Maintenance concerns or capital improvement needs
 - Staffing or operational challenges

Effective: August 26th, 2025 : K. Salsbury/A. Barajas

Facilities Manager:

- Reports directly to the Township Supervisor.
- Executes duties as outlined in the Facilities Manager job description.
- Communicates regularly with the Supervisor regarding work progress, needs, and concerns.

Board Oversight:

- The Township Board retains ultimate authority over township operations and may review or amend this policy as needed.
- The Board may request additional reports or updates from the Supervisor at any time.

Review and Amendment:

This policy shall be reviewed annually and may be amended by a majority vote of the Township Board.