

Council Member _____ introduced the following Resolution, which was seconded by Council Member _____.



RESOLUTION 032524-A

SUMMARY: A RESOLUTION CREATING NEW POSITION WITHIN THE CLASSIFICATION PLAN FOR THE ALABASTER PUBLIC WORKS DEPARTMENT: FACILITIES MAINTENANCE SUPERVISOR

WHEREAS, pursuant to the Civil Service Act for the City of Alabaster, Alabama requires the council to adopt any job classifications and job descriptions, and

WHEREAS, the council approves the position of Facilities Maintenance Supervisor within the Classification Plan for the Alabaster Public Works Department - Grade 17, and

WHEREAS, this newly created position will allow the internal candidate a promotion to align with his current duties and duties assumed when the Facilities Manager took the position of Projects Superintendent.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Alabaster, Alabama that the job descriptions for Facilities Maintenance Supervisor be approved as attached in Exhibit A.

PASSED, ADOPTED, AND APPROVED THIS 25TH DAY OF MARCH 2024.

ATTEST:

CITY OF ALABASTER

J. Mark Frey, City Clerk

Sophie Martin, Council President

APPROVED:

Scott Brakefield, Mayor



Job Title: Facilities Maintenance Supervisor

Resolution: 032524-A

Department/Division: Public Works

Reports To: Facilities / Project Superintendent

Direct Reports: Facilities Maintenance Tech

Salary Class/Salary Grade: Classified/Grade 17

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is to work under the direction of the Facilities Project Superintendent to implement a facility management program and to perform general and routine maintenance repair work on City facilities and to direct and manage the duties of the Facilities Maintenance Tech within the department.

ESSENTIAL JOB DUTIES:

1. Implement and carries out the facility management program that includes preventative maintenance of City facilities.
2. Conducts maintenance inspections of buildings, equipment, and facilities to identify, repair and coordinate necessary repairs.
3. Ensures compliance with health and safety standards and industry codes.
4. Performs skilled/semi-skilled tasks associated with facilities maintenance projects; installs and repairs plumbing services; repairs plumbing leaks; repairs commodes and urinals; replaces sinks; hangs doors and installs door hardware; pulls wires and runs conduit; installs or removes modular furniture; replaces ceiling tubes; performs general maintenance and preventive maintenance tasks.
5. Performs general construction/carpentry/painting work which may include building/installing cabinets, rails, baseboards, and moldings; framing/completing small offices and tool rooms; building forms for concrete crews; replacing or installing flooring, doors, door knobs, locks, laminates; constructing decorative posts; constructing ticket booths, gateways; installing/finishing sheetrock; painting buildings; and repairing furniture.
6. Performs minor HVAC repairs and contracts with licensed vendors as needed.
7. Meets with department heads to discuss construction needs/problems; estimates time and materials needed to complete projects; orders materials and coordinates projects with other trade professionals or outside contractors as required.
8. Respond to requests for information or assistance from employees, officials, and the general public.
9. Maintain/monitor inventory of supplies and equipment; place orders, budget, and monitor expenditures as needed.
10. Review and prepare reports; maintain records as required.
11. Stay abreast of federal and state regulations and standards pertaining to assigned areas.
12. Abide by safety protocols and help maintain a safe working environment for self and others.
13. Orders and picks up supplies as necessary and maintains inventory of supplies and equipment.
14. Serves as afterhours building emergencies. Promptly respond in person, onsite to afterhours building emergencies as required.
15. Inspect and maintain vehicle, check fuel, fluid levels, air pressure, etc.
16. Assist with special projects, including construction-related projects, as required.
17. Work special events as requested.
18. Attend and participate in safety meetings; abide by safety protocols and help maintain a

safe working environment for self and others.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of City and Department rules, policies and procedures

Knowledge of City building and property locations

Skill in maintenance work and general carpentry

Skill and knowledge in the proper and safe techniques of using and maintaining all equipment

Excellent customer service skills and ability to address employee or public concerns

Ability to work independently or as a team to complete daily activities according to work schedule

Ability to perform manual labor indoors and outdoors for extended periods under various weather conditions

Ability to exercise sound judgment within the scope of responsibility

Ability to establish and maintain effective working relationships with co-workers, subordinates, supervisors, and the public

Ability to drive to assigned locations

Must be able to be on call and respond to emergency situations.

MINIMUM QUALIFICATIONS:

High School Diploma/GED with five years' experience in general building construction or maintenance required or any combination of education and experience which demonstrates the knowledge and experience to perform the work. Technical training in industrial/commercial heating, ventilation and air conditioning system maintenance, plumbing and gas fitting, and/or general building construction is preferred. Must possess and maintain a valid state driver's license.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical activities required for this position involve:

Frequent standing, sitting, walking, using hands to operate tools or controls, reaching with hands and arms, stooping, kneeling, crouching, talking, hearing, climbing or balancing, and crawling.

This position requires lifting:

Up to 25 pounds frequently; up to 50 pounds frequently; up to 100 pounds occasionally.

This position has the following special vision requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, electric shock, and loud noise.