

Facilities Maintenance Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

To supervise, assign, and review the work of staff responsible for performing skilled and semi-skilled work in electrical and mechanical maintenance to include including heating and air conditioning, electrical and mechanical requirements of construction, maintenance repair, general construction, and related activities. Administers various contracts as it relates to facilities. The Facilities Maintenance Supervisor is responsible for supervising the maintenance of City parks and facilities.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plan, prioritize, assign, supervise and review the work of staff responsible for providing operation, repair and maintenance of electrical, mechanical, plumbing, heating, and review the work of staff responsible for providing operation, repair, and maintenance of electrical, mechanical, plumbing, heating, and air conditioning systems and components.
- Review work orders and prepare daily schedules and staff assignments. Spot-check spot check staff assignments and provide supervisory leadership.
- Review time cards for accuracy, maintain records of employee attendance, and forward them to the appropriate department.
- Review the work plan for assigned responsibilities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Provide and/or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures.
- Ensure adherence to safe work practices and procedures.
- Identify equipment needs for each assigned project; set up and organize work methods and procedures.
- Solicit quotes from contractors and vendors for supplies, equipment, and services. Evaluate responses and provide input in the selection process; monitor the work of external contractors and vendors for compliance with applicable standards and established schedules.
- Maintain operation records and logs of all work performed.
- Assists in the preparation of the annual budget.
- Attends public meetings on behalf of the City as required.
- Respond to public inquiries; investigate complaints and resolve issues in the area of assignment.

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- Assist with the set up and tear down of structures and equipment for special events.
- Supervises the maintenance and preparation of athletic fields.
- Oversees all chemical applications to ensure compliance with regulations.
- Maintains irrigation clocks, valves, and heads, and repairs leaks.
- Oversees ground maintenance at city sports complex.
- Manages and supervises the maintenance of all equipment in parks.
- Supervises the maintenance of all athletic equipment, including goals, corner flags, pitching mounds, and temporary fences.
- Coordinates monthly division safety meetings; ensures employee compliance with all safety guidelines.
- Reviews employee time sheets and signs timesheets at the end of pay periods.
- Reviews operation/maintenance work schedules and job progress to ensure maximum utilization of assigned staff, equipment, and facilities.
- Maintains and orders equipment, tools, and supplies.
- Assists with the development and implementation of operations and maintenance programs.
- Inspects and evaluates services provided by external agencies and private contractors to ensure compliance with contract provisions.
- Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Operates tools and equipment as necessary.
- Performs other duties as directed.

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QUALIFICATIONS

Education and Experience:

High school diploma or equivalent required. Five (5) years of increasingly responsible experience performing, leading, and supervising facility maintenance, repair, and construction. Equivalent to the completion of the twelfth grade, with vocational training in one or more of the building maintenance trades, or equivalent on-the-job or equivalent on-the-job training. Possession of Certified Pesticide Applicator License. Must possess a commercial driver's license (CDL) class A or B. Journey license or certification in one or more trades, such as, Limited Electrical, HVAC, or Plumbing; CPR certification to include AED training preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Must possess or be able to obtain a valid State of Florida driver's license and the ability to maintain insurability by the date of hire. by the date of hire

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Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, practices, and equipment used in facilities maintenance services and activities, including a variety of building trades work.
- Operational characteristics of tools and equipment used in facilities maintenance and repair work. Preventive maintenance requirements.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

- Occupational hazards and standard safety precautions.
- Supervise, train, and evaluate staff.

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Ability to:

- Communicate clearly and concisely.
- Operate a variety of vehicular and stationary mechanical equipment and hand tools in a safe and effective manner.
- Perform a variety of manual tasks for extended periods of time and in unfavorable conditions.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.
- Communicate clearly and concisely, both orally and in writing.
- Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.
- Assists with developing technical specifications and scope of work documents required for the preparation ~~for of~~ formal bids or other required purchasing functions. Ability to make cost estimates.

- Knowledge of ground maintenance methods and materials.
- Knowledge of landscaping principles and practices.
- Knowledge of supervisory principles and practices.
- Knowledge of irrigation system maintenance principles.
- Knowledge of department and Ccity policies and procedures, and relevant federal, state, and local laws and regulations.
- Knowledge of Florida chemical application regulations.
- Knowledge of work safety principles.
- Skill in the operation of job-related vehicles, tools, and equipment.
- Skill in the repair and maintenance of tools and equipment.
- Skill in the development and provision of safety training.
- Skill in the supervision of personnel.
- Skill in oral and written communication.

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Supervision Received/Exercised:

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- Receives administrative direction from the Public Works Director or ~~His/Her~~their Designee.
- Exercises general supervision over lower--level trades staff.

PHYSICAL/MENTAL DEMANDS

Tasks involve moderate to heavy physical effort, including heavy lifting, carrying, pushing, and pulling equipment or supplies of heavyweight ~~(e.g., up to 50 or more pounds)~~, climbclimbing stairs or ladders, remaining in positions requiring prolonged standing, walking, or sitting. Tasks require physical agility, in which some combination of the following is typically required: bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods working in outdoor conditions with exposure to

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disagreeable environmental conditions, e.g., solar radiation, heat, dust, dirt, humidity, fumes, gases, smoke, acute vibrations, electrical hazards, and confined or elevated workspaces. These tasks include making observations, communicating, reading and writing, the use of computers/tablets, and operating equipment, making decisions, using judgment, estimating, calculating, and demonstrating intellectual capabilities and close collaboration with others.

Tasks involve the ability to exert moderate to heavy physical effort, which may involve heavy lifting, carrying, pushing, and pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds).

Tasks require physical agility, in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, and humidity.

WORKING CONDITIONS

Primarily office or indoor environment, with occasional exposure to outdoor environments and/or exposure to environmental risks. Work is performed indoors and outdoors in all types of weather.

This position is considered essential for disaster recovery efforts.

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