



## **PUBLIC BUILDINGS SUPERINTENDENT POSITION DESCRIPTION**

### **GENERAL PURPOSE**

Responsible for Public Works Department procedures, routine and preventative maintenance, and other related operational duties with an emphasis on the organization, coordination, and management of all aspects for general upkeep of the city's public facilities.

### **SUPERVISION RECEIVED**

Works under the general direction and supervision of the Public Works Director.

### **SUPERVISION EXERCISED**

Employee supervises all maintenance technicians and janitorial staff related to the operations and maintenance of the city's public buildings and facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises the operations in the public buildings department to achieve goals with available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and input in the direction and development of short and long-range plans for the department; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are managed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to City policies and procedures.
- Maintains a positive work environment among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Responds to public inquiries about city-owned buildings and facilities that are made by telephone, correspondence, or during meetings.
- Responsible for maintenance of public buildings and facilities including general maintenance, coordination of repairs, and capital improvement on public buildings and facilities.
- Must have working knowledge and be capable of record keeping, tracking, maintaining, and operating all the city's building and facility needs.
- Assist with snow removal efforts of the Public Works Department, special event set-up or tear down, and work with any department of the city.
- Enforces all safety rules and regulations associated with the department.
- Cooperates with other city departments and assists when needed.
- Manage and participate in department's "on-call" rotation as required.
- Ability to communicate effectively orally and in writing.

#### **PERIPHERAL DUTIES**

- Performs a variety of miscellaneous duties as assigned.

---

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

- Employee must possess a high school diploma or GED equivalent.
- A minimum of three (3) years' experience in the operation and maintenance in the general operation and maintenance of facilities or any equivalent combination of education and experience.
- Must have supervisory experience.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of planning, operations, maintenance, and administration of public facilities.
- Skill in the operation of tools and equipment associated with the department.
- Ability to develop, coordinate, and direct varied activities involved in safety efforts and public buildings.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, and the public.

- Must be able to perform the upkeep of the city's facilities which include HVAC systems, computers associated with facilities, phone, security and camera systems, carpentry, etc.
- Ability to communicate effectively.

### **SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- Possession of a valid South Dakota commercial driver's license (Class B) is highly encouraged.
- No felony conviction or disqualifying criminal histories.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including software associated with building operations and maintenance, copy machine, phone, mobile or portable radio.

A variety of equipment and machinery, hand and power tools, specialty maintenance equipment, and snow removal equipment.

### **PHYSICAL DEMANDS**

The physical demands attached hereto are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

Lighting: natural or fluorescent

Space: open spaces or small spaces for repairs

Temperatures: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently up to 75 pounds

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside in all types of weather conditions and is exposed to wet, hot, humid, cold

conditions, fumes, or certain airborne particles. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interviews, and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.