

Facilities Maintenance Supervisor



DEPARTMENT: Public Works
DIVISION: Facilities and Joint Maintenance
SUPERVISOR: Public Works Director
CLASSIFICATION: Exempt (not overtime eligible)
UNION: No
CONFIDENTIAL: Yes

POSITION SUMMARY

The Facilities Maintenance Supervisor is responsible for city-wide building management and maintenance work involving the upkeep, repair, renovation, and construction of all city facilities and the public works fleet including heavy equipment, motor vehicles, and the city fleet parts inventory. Leads, directs, and supervises the daily activities, functions, and operations of assigned staff in the Facilities & Joint Maintenance division. Establishes work priorities and adjusts schedules as needed to meet objectives. Directs, monitors, and supervises all assigned staff to ensure services are being performed as specified, conducts field visits and spot checks of work being performed. Monitors safety practices of assigned staff and conducts evaluation and training when necessary.

SUPERVISION RECEIVED

Works under the direction and guidance of the Public Works Director.

SUPERVISION EXERCISED

Exercises supervision over all Facilities and Joint Maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Supervises and plans work schedules; selects, trains and monitors work performance of assigned personnel; performance appraisals for personnel in assigned division.
- Schedules and conducts training and safety meetings for assigned personnel.
- Supervises and manages janitorial services, maintenance, repair, cleaning, and replacement of City facilities and fleet equipment/inventory by insuring a clean and safe facilities.
- Performs a variety of operational safety tests and adjusts operating equipment and methods to ensure compliance with local, state, and federal requirements.
- Determines and recommends equipment, materials, safety needs, devices, and/or equipment for assigned operation, maintenance, and improvement projects.
- Inspects and evaluates work in progress and upon completion.
- Reads and interprets maps, diagrams, schematics, contracts, and work orders.
- Troubleshoots and diagnoses problems and plans and implements efficient and effective solutions.
- Monitors and assists with the Division's budget by researching and making recommendations for budget expenditures.

- Prepares purchase orders; orders Division's supplies and materials; completes relevant department reports and maintains other work-related records as needed.
- Supervises, and directs a variety of light and heavy equipment including, but not limited to, tractors, dump trucks, backhoes, forklifts, and bucket trucks.
- Oversees and supervises various activities, including painting and repair of both interior and exterior of City buildings.
- Coordinates the use of equipment and procurement of materials for assigned jobs.
- Plans review of upcoming City projects, works with City staff and contractors throughout projects.
- Oversees contractors performing work on City facilities.
- Supervises building repair and maintenance tasks, including general carpentry work, painting, concrete, welding, plumbing, and building electrical systems.
- Provides timely and responsive actions to internal/external customer questions, concerns, complaints, and claims related to City buildings/facilities.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Associate degree; AND/OR
- b. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.
- c. Equivalent to completion of five (5) years of increasingly responsible experience in public works, maintenance, fleet management, janitorial services, repair, and operations including three (3) years of lead experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Methods, equipment, and materials used to maintain public facilities and infrastructure.
- b. Types and levels of maintenance and repair functions performed in public works operations.
- c. Materials and supplies needed for completion of public works maintenance projects.
- d. Occupational hazards and standard safety precautions and practices.
- e. Recordkeeping principles and procedures.
- f. Principles and practices of budget development and administration.
- g. Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- h. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- i. Modern equipment and communication tools used for business functions and program, project, and task coordination.
- j. Computers and software programs to conduct, compile, and/or generate documentation.

SPECIAL REQUIREMENTS

- Must possess a valid state driver's license or ability to obtain one prior to employment. Must be able to maintain a satisfactory driving record.
- A CDL is highly desirable.
- AED/CPR certificate, or the ability to obtain one within 6 months of hire.

TOOLS AND EQUIPMENT USED

- Ability to operate a lift, and small hand tools, chainsaw, shovel, two-way radio, telephone, computer, measuring devices; ability to drive a vehicle to and from various work sites.
- Steel-toed leather boots, steel-toed rubber boots, gloves, eye protection, head protection, safety vest, and ear protection.

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Some outdoor work is required to inspect various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

The work environment characteristics described here 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.

- **Environment:** Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May be required to wear respiratory equipment. Employees may

interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

- **Working Conditions:** Position has normal business hours. Occasional attendance at evening meetings required.
- **Resource Accountability:**
 - a. Records maintained include accountability for files relating to projects such as: improvement agreements, security documents, engineering plans, specifications related to developments, as-built drawings, and program records.
 - b. Responsibility for the proper care of City equipment.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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.

I acknowledge that I have received a copy of the **Facilities Maintenance Supervisor** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Facilities Maintenance Supervisor

Date

Print Name: _____

Public Works Director

Date