

FACILITY MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, organizes, monitors, and supervises facility maintenance operations; performs a variety of technical tasks relative to facility maintenance; provides technical assistance to the department director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for facility maintenance.
2. Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
5. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
6. Train or coordinate training in facility maintenance and safety methods, procedures, and techniques.
7. Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
8. Coordinate construction projects, remodels, and other special projects.
9. Assist in the preparation of various contracts, requests for proposals, and reports.
10. Perform the more technical and complex tasks of the work unit.
11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
12. Coordinate with contractors in providing contract services.
13. Answer questions and provide information to the public; investigate complaints and recommend

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corrective action as necessary to resolve complaints.

14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a building maintenance, repair, and construction program.
Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
Principles of supervision, training, and performance evaluation.
Basic principles and practices of municipal budget preparation and administration.
Equipment, tools and materials used in facility maintenance activities.
Construction and project management principles.
Principles and practices of safety management.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent local, state and federal laws, ordinances, codes, and rules.

Ability to:

Read and understand construction drawings, plans and specifications.
Organize, implement and direct facility maintenance operations and activities.
Supervise, train and evaluate assigned staff.
Interpret and explain pertinent department policies and procedures.
Develop cost estimates for supplies and equipment.
Perform the most complex maintenance duties and operate related equipment.
Demonstrate tact and diplomacy with the public.
Develop and recommend systems and procedures related to assigned operations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college level course work in business, management, engineering, or a related field.

Experience:

Four years of increasingly responsible facility maintenance experience including some lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Work is performed in an indoor and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential
FLSA Status: Non-Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Facility Maintenance Supervisor position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.