



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

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| TITLE: | Facilities Maintenance Supervisor | LAST UPDATED: | 05/06/2015 |
| DEPARTMENT: | Administrative Services | JOB CLASS: | 42 |
| REPORTS TO: | Facilities Manager | FLSA DESIGNATION: | Non-Exempt |

Summary: Under the general direction of the Facilities Manager. Plans, organizes and supervises daily work activities and monitors progress of work for building maintenance and custodian services. Ensures that scheduled maintenance is completed and coordinates projects with vendors. Also responsible for the efficient operation and maintenance of complex systems, which include, but are not limited to heating, ventilation and air conditioning, structural, electrical, plumbing, security and access systems, and custodial issues. Other duties include operation of various pieces of equipment and performing functions ranging from supervisory duties to participating in labor activities necessary to completing assigned tasks.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Plans, organizes and directs facilities maintenance operations and functions and renovation projects in City buildings.
- Provides technical guidance and develops specifications for supplies, parts and equipment and services requested of contractors.
- Establishes and maintains a preventative maintenance program.
- Inspects city facilities to plan maintenance activities and to ensure compliance with building codes, OSHA and other safety standards, such as indoor air quality.
- Selects, trains, and supervises personnel directly. Establishes work priorities, goals, objectives and schedules of subordinate staff.
- Evaluates and counsels subordinates regarding discipline and other problems. Completes performance evaluations on subordinate employees.
- Receives and directs correction to facility problems and concerns.
- Provides direction to non-city personnel such as contractors at job sites.
- Assists the Facilities Manager in overseeing all outside facilities related contracts.
- Isolates and troubleshoots landscaping and irrigation systems.
- Oversees all outside contracts, e.g. janitorial, HVAC, pest control, elevator.
- Ensures that work orders are completed in a timely and cost-effective manner, maintaining records and reports as required.
- Completes daily operations reports and time reports as assigned.
- Resolves maintenance and repair issues in a timely and cost effective manner, according to industry standards, relevant manufacturer's specifications and in a safe manner.

Other Important Duties:

- May be required to work evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of commercial and residential building, electrical, plumbing, mechanical and inspection health and safety rules, regulations, codes and ordinances.
- Knowledge of building construction material specifications and tolerances.
- Knowledge of building code enforcement practices and procedures.
- Knowledge of customer service practices and techniques.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Knowledge of advanced commercial HVAC, water distribution systems, electrical systems structural systems and applicable code requirements.
- Knowledge of Building Automation Systems/Energy Management Systems.
- Ability to communicate effectively both verbally and in writing.
- Ability to read and interpret engineering and technical drawings, plans and specifications.
- Ability to reads and understand reference books and complicated system manuals.
- Proficiency in the use of computers, Windows-based applications used in general business and Facilities Management activities.
- Skill in effective oral and written communications.
- Skill in recognizing substandard, faulty or hazardous building conditions and materials.
- Skill in recommending alternative construction materials to meet building code compliance.
- Skill in interpreting and enforcing building codes and ordinances.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or GED **and** vocational/technical degree with training emphasis in building trades preferred **and** five (5) years' experience in and/or training that includes electrical, plumbing, carpentry, building maintenance, two (2) years of which is in a lead or supervisory role **or** equivalent combination of education and experience.
- Valid Texas Driver's License.
- Must obtain EPA Section 608 Universal Certification within one (1) year of employment.
- Preference given to individuals who possess a maintenance electrical, journeyman plumbing or Class B HVAC license issued by the State of Texas.
- Must pass pre-employment drug screen, physical agility, criminal background, and motor vehicle record check.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry, and vision to monitor.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, toxic waste, air and water borne pathogens, unsafe and unhealthy building conditions, and rough or unstable terrain.
- May be subject to extended periods of bending, reaching, kneeling, climbing ladders, lifting or carrying building materials when securing condemned or unsafe buildings, pools or other code related substandard infractions.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes: personal computer, cellular phone, copier, calculator, fax machine, other standard office equipment, standard power and hand tools, pager, two-way radio, drills, saws, roto-routers, grinders, furniture movers, hand tools, electrical meters, energy management system, and department vehicles.

Approved By:

Signed by Gerry Burns, Facilities Manager
Gerry Burns, Facilities Manager

05/07/2015
Date



Shannon Allyn, Human Resources Generalist

05/06/2015
Date