

FACILITIES SUPERINTENDENT

FLSA STATUS - Exempt

DESCRIPTION OF WORK

The Facilities Superintendent is an "At Will" employee who is under administrative direction of the Director of Public Works, and directs and performs work in the cleaning, maintenance and repair of city buildings and facilities. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Facilities Superintendent is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Plans, organizes, assigns duties and supervises activities in construction, maintaining, repairing and providing custodial services for buildings; oversees and works with contractors in preparing for bids, plans and specifications for projects; oversees regular and part-time employees of the units supervised; prepares and present budgets for operations and capital projects and administers the adopted budgets; purchases materials and supplies for the operations and projects; projects include maintenance and repair of roofs, heating/cooling systems, building structures, and related facilities; supervises remodeling; participates in selection, training and evaluation of performance of regular and part-time/seasonal employees;

OTHER DUTIES: Works with other sections and departments; performs related duties.

QUALIFICATIONS

Knowledge of the principles, techniques and practices involved in maintenance of buildings, other structures.

Knowledge of the tools and equipment used in facilities construction, maintenance and repair. Working knowledge of computer programs and hardware, and ability to use them.

Ability to supervise crews of regular and part-time/seasonal employees including unskilled to skilled employees.

Ability to effectively plan, schedule, coordinate and carry out a variety of facility maintenance programs.

Ability to meet established goals on a timely and quality basis.

Ability to prepare and present accurate and meaningful data and reports.

Ability to establish and maintain effective working relationships with employees, facility users, officials and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate/heavy physical work and to lift and carry up to 75 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, twist, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to repair equipment and facilities, to operate light and medium equipment and a vehicle;

Ability to talk and hear in person, by telephone, two-way radio and e-mail;

Ability to see and read instructions, manuals, regulations, repair and maintenance activities in progress and figures on a computer screen.

FACILITIES SUPERINTENDENT (cont.)

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school supplemented by training and workshops in facility maintenance and safety practices and five years of experience in construction or maintenance and repair of facilities, including two years in a lead capacity.

SPECIAL REQUIREMENTS: Possession of a valid CDL with air brakes endorsement.

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