

## **FACILITIES MAINTENANCE SUPERVISOR**

**6550**

**Date:** May 2006

**Department/Division:** Administrative Services

**FLSA:** Exempt

**Reports to:** Administrative Services Director/City Clerk

### **PURPOSE OF POSITION**

Under the general direction of the Administrative Services Director/City Clerk, performs administrative, supervisory and technical work involving the maintenance and repair of structural, plumbing, electrical, heating, and cooling systems; maintains municipal facilities in a manner that prolongs facilities use and promotes safe and healthy work environments.

### **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Coordinates facilities maintenance.
- Monitors security and HVAC systems.
- Supervises custodial and maintenance staff.
- Assists other departments with maintenance issues.
- Develop and maintain a City-wide planned/preventative maintenance program.
- Assesses the nature of structural, plumbing, heating, cooling, and electrical repair and/or maintenance activities. Determines the amount of time, labor and materials required to complete and acts accordingly.
- Responsible for computerized security system of City Hall and any other new or existing systems.
- Responsible for computerized heating, ventilation, and air conditioning systems (HVAC).
- Prepares operating and capital improvement budget projections and recommends accordingly.
- Hires, trains, schedules, disciplines and monitors the work performance of maintenance staff. Approves vacation and leaves of absence; maintains records.
- Prepares specifications, and cost and time estimates for jobs.
- Compiles and orders needed materials; plans and supervises the remodeling of offices, the removal and installation of air conditioning systems, the construction of small buildings, the rewiring of buildings, and the strengthening of unsafe old buildings; supervises and approves the work of sub-contractors; keeps records and makes reports.
- Repairs and maintains wooden structures such as sheds and other buildings; repairs and maintains doors, floors, windows, partitions, roofs, and portions of buildings; repairs and builds tables, benches, cabinets, and wooden structures such as barricades, sandboxes, boat docks, swimming piers, fences and scaffolds, and does sheeting and rough carpentry on sheds and other buildings.
- Responsible for the purchasing and receiving of all maintenance and custodial supplies and equipment.
- Performs hand and bench work in carpenter shop, and operates planers, jointers, power saws, and other woodworking machinery; performs tile work, painting, plastering, cement work and wiring.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 25 pounds and occasionally lifts up to 50 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

High school diploma and over ten years experience or two years of college/Associates degree and five to nine years experience or bachelor's degree and two to five years experience. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

**MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Abilities**

The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; and taste or smell. Ability to quickly move hands, hands together with arms, or two hands to grasp, manipulate, or assemble objects, ability to exert muscle force repeatedly or continuously over time; this involves muscular endurance and resistance to muscle fatigue, ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing, ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

**Job Knowledge**

Thorough knowledge of the methods and techniques commonly used in construction and maintenance activities; thorough knowledge of the hazards and safety precautions of work; good knowledge of applicable building codes; good knowledge in the use of personal computers and software packages; ability to sketch, lay out, order materials, participate in and supervise the construction and maintenance program; ability to plan and supervise the work of others; ability to keep records and prepare work and time reports; ability to establish and maintain effective working relationships with other employees and the public; good physical condition.

**Language Skills and Interpersonal Communication**

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women, and other protected classes in the community at all socioeconomic levels.

**Work Environment**

Fifty percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; and visiting locations within the community whose environment may be different from the City's. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

**Special Requirements**

Possession of a valid Commercial Driver's License issued by the State of Iowa and possession of a First class hydronic engineer's license.

*I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.*

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Employee Signature

Date

Department Approval

Date

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382

Dated: May 31, 2006

**FACILITIES MAINTENANCE SUPERVISOR (continued)**

**6550**

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