

**MAJOR FUNCTION**

This is responsible administrative, supervisory and technical work managing designated municipal facilities and the operating systems, equipment and assigned staff or coordinating same services for multiple facilities. The incumbent supervises custodial and maintenance repair workers, coordinates and monitors the services of vendors and contractors and assists a higher level supervisor with daily administrative tasks and projects, as requested. Work is performed with considerable independence under the administrative direction of an administrative superior and is reviewed through observation, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties (as applicable to individual positions)**

Supervises first line supervisors, custodial and maintenance repair workers in the cleaning, upkeep, minor alteration and repair of municipal facilities during daytime or evening hours, as applicable. Directs staff in providing support for routine and special functions and events held in the facility or on its grounds. Provides training and direction to staff in the safe and proper operation and care of tools, equipment, chemicals and other related supplies and cleaning agents. Analyzes building systems in response to reported problems, recommends and effects solutions that produce minimal disruption or inconvenience to building occupants. Inspects HVAC pumps, chillers, security equipment, etc. in accordance with established preventative maintenance schedules and arranges for adjustment, repair or replacement by contracted vendors, as applicable to warranties and maintenance agreements. Conducts periodic surveys of the facility and makes recommendations for adjustments or repairs to ensure optimal conditions for building occupants. Evaluates service requests for custodial or maintenance repair assistance and makes decisions regarding the best use of available resources. Serves as liaison to vendors, oversees services rendered and products delivered and ensures corrective action when services or products are unsatisfactory. Maintains statistical information, warranties, acquisition and repair histories on operating systems and equipment. Prepares reports regarding same as required. Plans, organizes and directs facility and office space reconfigurations, renovations and repairs in accordance with delegated authority. Prepares estimated costs for contracts, capital projects, etc. for annual budget preparation. Responds to abnormal and emergency situations regarding facility operations or security after normal work hours, as the need dictates. Performs related duties as required.

Facilities Management: Analyzes reported problems with designated facilities, equipment and supplies throughout the organization, and recommends solutions to Facilities Manager. Supervises assigned staff in performing custodial, inspection, maintenance and repair tasks at multiple City facilities and adjacent grounds. Serves as division back-up for time-keeping and budget accounting for City Hall operations. Performs related duties as required.

Police Department: Plans, coordinates and directs emergency evacuations of the building. Develops specifications, assist in evaluating proposals and recommending awards for bids, RFP's and contracts for contractual services that are jointly maintained and monitored by the City Engineering Department and the Police Department. Receives and inspects furniture purchases and oversees the assembly and set-up of same, as is required. Performs related duties as required.

Aviation Department: Coordinates airport facility repairs in a maintenance repair and building services capacity. Utilizes preventative maintenance planning systems to provide periodic updates on completed repairs and work-in-progress. Monitors and oversees contractor/vendor projects and maintenance activities to ensure compliance with FAA and TSA regulations, and OSHA safety standards. Implements refurbishment/repair recommendations for the Terminal Rehabilitation

Program. Assists the Superintendent-Facilities Maintenance, as requested, on major programs and projects for the division. Performs related duties as required.

#### Other Important Duties

**Facilities Management:** Supports City security staff in tasks as needed, such as monitoring the metal detection system and develops and maintains general knowledge of security issues. Prepares basic bid specifications for goods and services. Coordinates the schedule and supply details of City Hall and adjacent grounds functions. Attends performance contract meetings with Honeywell and Johnson Controls. Completes special projects as assigned. Performs related duties as required.

**Police Department:** Attends training and management sessions as directed. Implements facility improvements relative to the Americans with Disabilities Act, as per policy. Maintains lockers at Police Department. Coordinates set-ups for meetings and ceremonies. Accounts for and tags all loose and fixed furniture items and prepares and maintains fixed assets reports for furnishings and other city owned equipment. Oversees and coordinates building security with ADT. Assists in administering the Department's recycling program. Performs related duties as required.

**Aviation Department:** Serves as a direct interface with airport tenants/concessionaires while maintaining general upkeep and cleanliness of terminal. Assists in administering the Department's recycling program. Responds to emergencies as they occur in the terminal building or other airport facilities when needed. Performs related duties as required.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Abilities and Skills (As applicable to individual positions)

Considerable knowledge of appropriate operation and maintenance of air conditioning and heating equipment for large or commercial buildings. Considerable knowledge of building, mechanical, chemical, and electrical hazards to ensure personal and employee health and safety, and to ensure facility and equipment conform to OSHA standards. Considerable knowledge of material, supplies, equipment, and practices used in the cleaning of buildings. Considerable knowledge of the operation and care of equipment and tools used in cleaning, alteration and repair of buildings. Knowledge of applicable and relevant rules and regulations specific to the area to which the position is assigned. Ability to communicate effectively, both verbally and in writing. Ability to troubleshoot operating system problems and provide effective and efficient resolutions. Ability to read and interpret blueprints. Ability to recognize and define building safety hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to supervise staff in a manner conducive to full performance and high morale. Ability to maintain accurate records and prepare reports. Ability to estimate personnel needs and budget resources and expenditures. Skill in the use of tools and equipment used in the job. Skill in the use of standard office equipment and microcomputers and some associated programs and applications.

#### Minimum Training and Experience (Applicable to all positions)

Possession of an associate's degree and four years of technical or skilled craft experience in the construction industry, building maintenance and repair, or installing and maintaining mechanical operating systems; or an equivalent combination of training and experience.

#### Necessary Special Requirements

Must possess a valid class E State driver's license at the time of appointment.

**Aviation Department:** Must possess a valid class E State driver's license at the time of appointment and obtain a valid class B State Commercial Driver's License (CDL) within one year of employment.

Aviation Department: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 03-05-03

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09-29-03

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