



# Job Description

## Facility Maintenance Supervisor

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum of seven (7) years of experience in building and mechanical repair work; three (3) years of supervisory experience; experience as an Electrician, A/C Technician, or IMSA Level II-Signals, IMSA Level II Signs.

**Minimum Education Requirements:** High School diploma or G.E.D. and completion of apprenticeship training in a major skill required in building construction and/or maintenance.

**Department:** Public Works and Utility Services

**Direct Supervisor:** Public Works Operations Manager

**Supervisory Responsibility:** Direct (6); Indirect (x)

**Primary Work Location:** Work is performed both indoors and outdoors.

**Certification:** Valid State of Florida Class B CDL, Facility Management Professional Certification and Master electrician preferred.

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**Job Summary:** Responsible for supervisory work related to coordinating and managing the maintenance and repair of all City facilities and sites, related equipment and accessories.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Receive and expedite Department requests for service (carpentry, plumbing, electrical, heating, air conditioning, moving, etc.).
- Plan and assign the daily activities and work of assigned subordinate staff.
- Supervise the work in progress of City crews, contractors, and the City Sign Shop.
- Present/communicate safety information and changes in projects/work assignments.
- Perform liaison and inspection functions for contracted projects.
- Process work orders (materials, man hours, etc.).
- Supervise the maintenance of Department records; completes all required documentation and paperwork.
- Pre-visit job sites for major projects.
- Prepare and purchase materials and supplies.
- Conduct preventative maintenance scheduling.
- Present and communicate safety information and changes in projects and work assignments.
- Select, train, schedule, supervise, and evaluate subordinates.
- Assist with preparation and administration of Division budget.
- Prepare plans, materials lists, and cost estimates for construction projects.
- Perform maintenance repairs as needed.
- Perform administrative work as needed.
- Perform other job duties as assigned.



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### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Methods, practices, tools, and materials used in general building and mechanical maintenance and repair work.
- Contract and project management techniques.
- Manual on Uniform Traffic Control Devices (MUTCD).
- City's functions, policies, and procedures.

#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Use of tools and equipment in a specialized field at the journeyman level.
- Building construction and/or maintenance.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities

- Plan, assign, inspect, evaluate, and supervise the work of skilled and semi-skilled employees engaging in servicing, repairing and maintaining facilities.
- Maintain records and inventories.
- Prepare and administer a budget.
- Work from drawings and blueprints and to estimate material needs.
- Develop procedures for the most economical operation of repair work and for the most efficient and economical operation and use of equipment.
- Establish and maintain effective working relationships with superiors and other employees.
- Use and maintain tools and equipment to perform repairs.
- Works in extreme weather with exposure to solvents, electrical energy, uneven surfaces, heights (up to 35 feet), in and with moving objects and equipment.

#### Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.



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- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date