



## **Title:** Community Facilities Maintenance Supervisor

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND/OR EXERCISED:**

- Direct supervision received from Sports Complex Superintendent.
- Direct supervision exercised over full-time maintenance staff.

### **MINIMUM QUALIFICATIONS:**

- **Education:** Two-Year Associates Degree or Equivalent.
- **Experience:** Minimum of three years of related experience. Requires a broad knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to supervise and provide direction to maintenance technicians servicing building components and equipment at Community Facilities including the Sports Complex and Pools. This is accomplished by scheduling and assigning tasks; facilitating training activities; providing technical assistance; developing goals and objectives; establishing policies and procedures.

Additionally, this position is to maintain, troubleshoot and operate heating, ventilation, and air conditioning (HVAC) systems, fire systems, mechanical systems electrical distribution, on city buildings including clubhouses, stadium and ancillary buildings and implement preventative maintenance practices on all major systems. These functions are supported by maintaining and analyzing energy management systems (EMS) and its operating software. This position will compile and analyze utilities' data to promote efficiencies and cost saving strategies.

This position will also administer budgets and oversight of vendor contracts within areas of responsibility and participate on committees, panels, and workgroups. Other duties may include completing related tasks as assigned and support of community events.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<b>#</b>	<b>Essential Functions</b>
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Supervises technical equipment operations. Inspects staff's work, prepares reports and logs, provides technical assistance, updates manuals and instructions, coordinates safety activities, coordinates outside technical and safety training, and enforces safety procedures.
3	Maintains, troubleshoots and operates energy management system for HVAC and lighting. Determines when equipment should be repaired or when parts are needed for upgrades. Prepares budget justification and estimates.
4	Performs advanced troubleshooting on HVAC and electrical systems using computer software and trade tools; monitors issues caused by unit or control and examines what repair is necessary for resolving issue. Troubleshoots connectivity issues with EMS and examines what may cause the connectivity issue.
5	Performs skilled preventative maintenance and repairs on all heating, ventilation, and air conditioning equipment.
6	Installs, troubleshoots, and repairs electrical, electronic, and mechanical problems in complex, multi-site systems to component level.
7	Ensures proper operation and required inspections of fire monitoring and security systems. Schedules and monitors all contracted vendor repairs of related systems.
8	Administers annual budget. Forecasts expenditures, presents proposals for approval, orders supplies and parts, reconcile procurements, administers contracts, authorizes payments and monitors expenditures for recommended adjustments.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b>				
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy X</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. Occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. Occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Office</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/Warehouse</b>	<b>X</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Laptop computer and related software, HVAC equipment and controllers, boilers, fire alarm panel and components, volt meter, fax/copier, utility vehicles, club cars, pallet jack, storage carts, radios, camera.

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety footwear, electrical shock PPE, safety glasses, hard hat.