



Title: Community Facilities Superintendent - Maintenance

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Community Facilities & Recreation Manager.
Exercises direct supervision over full-time, part-time and temporary or seasonal non-benefitted employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of five years related experience. Requires a broad knowledge of complex systems, specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(S):

- Experience in a municipal or government setting.
- Five years previous supervisory experience is preferred.
- Preference to a degree in a related field.

JOB SUMMARY

The purpose of this position is to supervise and support the maintenance, operations, programming and personnel within the community facilities and recreation division. Delegate tasks and projects; monitor division budgets and operating efficacies; analyze field data and best practices; manage projects and planning; execute business plans and operational strategies; advocate workplace safety and environmental efficiency. Ensure city, department and division goals, policies and objectives are followed. Recruit, train, supervise and evaluate personnel.



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.

#	Essential Functions
1	Oversees performance deliverables, operational strategies, and agreement expectations with primary service providers and major vendor contracts, including waste disposal, water management, turf care, equipment inventory, small engines, hardscape, landscape and other service providers related to field, aquatic and building facilities. Facilitates relationships, enforcement and execution of services related to contracts.
2	Manages budget with emphasis on expenditure forecasting and payables accounting. Contributes to monthly supervisor reports on facilities and expenses. Tracks spending and resource allocations for building, aquatic and turf maintenance obligations. Leads development of preventative maintenance plans, long-term replacement plans, safety protocols and best practices for aquatic facilities, building and field maintenance.
3	Supervises multiple full-time supervisor, coordinator and mechanic direct reports with operational responsibilities in building maintenance, field maintenance, irrigation management, technical applications, aquatic facility maintenance, small engine repairs, fleet management and safety measures. Coaches direct reports on performance skills and city values and recommends personnel actions.
4	Directs maintenance management of multiple facilities. Stewards facility calendar management and coordination. Monitors utility consumption for water, gas, electric, sewage and refuse collection. Participates in special project/capital improvement development, planning and programming. Coordinates with city facilities and fleet departments on repairs, replacements and maintenance. Advocates sustainability initiatives.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”				
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.				
Sedentary	Light	Medium	X	Heavy
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.

Work Environment for this position is indicated below with “X”			
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.			
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
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:

Computer and related software, utility vehicles, club cars.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat.