



## **Title: Facilities Maintenance Supervisor**

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

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Facilities Manager.

Exercises direct supervision over para professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Six to twelve months of education beyond high school/some college.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
  - Valid AZ Drivers 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 the facilities maintenance section of the Public Works Department and manage contracted activities. Oversees two work groups: (1) Technical Group repairs and maintains HVAC, electrical, plumbing, building components, equipment, and security systems; (2) Custodial Group provides seven-day cleaning, meeting room and event setup and night lockup service. Supervises and schedules tasks and assignments of technical and custodial work groups; issues work orders; facilitates crew training and safety practices; develops goals and objectives; conducts performance evaluations; prepares and manages the budget; provides technical assistance; oversees purchases; purchases and install signage.



### **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 operations, building maintenance, and repair activities. Determines appropriate technician grade level for task assignment, task priority, personnel safety and cost factors.
3	Supervises custodial operations that service all city internal and external customers. Manages work schedules, supervises Lead Custodian who oversees seven-day night cleaning, meeting room setup and night lockup routines, inspections, supply inventory, event support, and AV assistance.
4	Coordinates and monitors contracted services. Prepares contract specifications, review of work, observations, end results achieved and timely invoice processing.
5	Prepares and administers the annual budget. Forecasts expenditures, presents proposals, 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.					
Sedentary	Light	X	Medium	Heavy	Very 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.	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.				
Office	X	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:**

Computers, printers, scanner, copy / fax machine, and related software, telephone.

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, gloves, safety footwear, safety eyewear.