



City of Peoria HUMAN RESOURCES

Title: Facilities Technical Ops Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Facilities Manager.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **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 technician repairing and servicing Heating Ventilation and Air Conditioning (HVAC), Electrical Distribution, Audio / Visual, Fire Systems, Elevators, Integrated UPS and repair security systems and other miscellaneous technical systems within a building envelope or site for facilities and parks, implement new technology and upgrades, monitor contracts, and complete retrofits. Schedules and assigns tasks; facilitates training activities; provide technical assistance; develops goals and objectives; establishes department guidelines; serves on committees, panels, and workgroups.



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	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 work; prepares reports and logs; provides technical assistance; updates manuals and instructions; coordinates safety activities; coordinates outside technical and safety training; enforces safety procedures.
3	Administers the annual budget. Forecasts expenditures; presents proposals for approval; prepares estimates; orders supplies and parts; reconciles procurements; administers contracts; authorizes payments and monitors expenditures for recommended adjustments.
4	Plans and implements programs. Develops and evaluates plans and work processes; establishes procedures; monitors annual goals and work standards; researches methods, equipment, and techniques; coordinates activities with departments; establishes scopes of service for contracts; inspects work.

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	X	Outdoors	Vehicle
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.



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HUMAN RESOURCES

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, smart phone, IR gun, thermal imaging device.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, safety footwear, safety eyewear.