

**Title:** Facilities Maintenance Supervisor  
**PG:** 56  
**Status:** Civil Service  
**Position Reports to:** Facilities Maintenance Manager  
**Department:** Public Works Department

**Class Code:** 3824  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is supervisory work in the direction of activities in the Public Works Department's Facilities Maintenance Division. The Facilities Maintenance Supervisor is responsible for planning, scheduling, coordinating and directing the division's activities in the area of facility operations and construction project management, directing and managing the work of subordinates and contractors engaged in carpentry, painting, plumbing, electrical and HVAC. A significant degree of initiative and independent judgment must be used by the Facilities Maintenance Supervisor and in the application of City policies. Work is performed under the administrative direction of the Facilities Maintenance Manager who reviews and evaluates performance through conferences, reports and periodic field inspections.

**ESSENTIAL FUNCTIONS:**

1. Assists in the management of the operation of the Facilities Maintenance Division.
2. Assists in coordination of the development of division safety programs.
3. Assists in the preparation and administration of the Facilities Maintenance Division general fund and Capital Improvement Plan budget.
4. Periodically assists in the evaluation of the cost of providing certain services or the performance of certain work assignments in comparison with the cost if done under private contract.
5. Supervises, directs and advises the division staff; manages personnel and resources, assists in developing schedules for division work programs.
6. Prioritizes daily duties and assignments of the section given the changes in daily workload, and delegates duties to the staff in a manner which insures an equitable distribution of the workload and effective cross-training.
7. Assures that City policy with regard to purchasing procedures and accounting principles are accurately and consistently applied to the accounts payable process by establishing procedures, reviewing the work of subordinates and other divisional personnel for compliance with those procedures, and answering questions.
8. Assists in reviewing architectural plans and specifications and bid documents for construction projects and evaluates bids received; manages project program planning, contracting, and construction supervision.
9. Assists in managing and inspecting construction projects for quality control and for rate of progress toward completion.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of modern principles and practices of management as applied to the design, construction, and maintenance of buildings and facilities.
2. Thorough knowledge of plans, specifications, materials, methods and techniques utilized in the construction and maintenance of building facilities.
3. Ability to plan, organize, schedule and coordinate diverse building construction and maintenance projects and activities, and provide for the effective utilization of personnel and resources.
4. Ability to meet deadlines and stay calm under stressful situations.
5. Ability to effectively supervise, interact with, and motivate a group of subordinates possessing diverse personality traits.

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6. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.
7. Ability to adhere to developed standards, policies, and procedures and to make independent judgments as to application of established policies or procedures to unforeseen circumstances and resolve problems that may arise during the course of business.
8. Ability to delegate authority and responsibility and to schedule work on a long-term basis.
9. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
10. Ability to communicate effectively both verbally and in writing, to include preparation and presentation of reports to supervisor or administrative staff.
11. Ability to represent the City and the Public Works Department in a professional, courteous and helpful manner at all times.
12. Ability to guide the interaction of the Facilities Maintenance Division with other functions of the Public Works Department as a cohesive team.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires light work exerting from 0-20 pounds of force occasionally, frequently or constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for light work but may require time spent on construction job sites related to projects being managed by this position.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

The worker is subject to inside environmental conditions with protection from weather conditions but not necessarily from temperature changes and also subject to outside environmental conditions with no effective protection from weather.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited two (2) year college, in Business Administration or other related discipline.
2. Six (6) years of progressively responsible experience in planning and coordinating facilities maintenance and construction projects with at least three (3) years of experience in a responsible supervisory capacity.
3. Additional technical education and experience that is determined to be directly related to the foregoing requirements may be substituted for the requirement of the two (2) years of college.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license at time of appointment.
2. Must maintain a valid personal contact phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.