FACILITIES MAINTENANCE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Facilities Maintenance Supervisor is responsible for the overall operation, maintenance, repair, cleaning, and resource management of one or more City of Mesa facilities which includes building and mechanical equipment such as heating, ventilation, and air conditioning (HVAC), energy management systems, electrical, plumbing, evaporative coolers, water features and other mechanical and specialized equipment, as well as adjacent grounds and/or property management. This classification oversees the work, manages related service contracts for their assigned facilities, and participates in all personnel actions such as hire, discipline, performance reviews, etc., related to the staff who are responsible for the maintenance and repair of various buildings and equipment.

The primary duties of the Facilities Maintenance Supervisor are centered on independently managing various construction, remodel, and/or improvement projects within their assigned buildings. Project management duties include: project prioritization; monitoring work completed to move project along to meet agreed upon deadlines; reviewing and marking up Engineering plans; planning and coordinating all aspects of the project such as determining who will complete the project (internal staff and/or outside contract/vendors), developing scope of work, obtaining proposals and/or bids, securing funds, and awarding the project to contractors/vendors; inspecting for code compliance and safety regulations; monitoring budget, performing final walk-throughs; and documenting completed work.

In addition, this classification is responsible for monitoring projects and assigned budgets; developing and monitoring various service contracts including energy management, generators, fire alarms systems, water treatment cooling tower/HVAC, chillers, boiler maintenance, locksmiths, painters, and building maintenance contractors This position is responsible for entering, assigning, and updating service work order information in the Computerized Maintenance Management System (CMMS), reviewing and approving various invoices for materials, supplies, and vendors in the computerized financial system; establishing and maintaining inventories of supplies and equipment; developing, establishing, and supervising the preventive maintenance schedules for building structures, and mechanical and specialized equipment; coordinating with appropriate authorities to ensure periodic inspection, maintenance, and testing of fire and emergency warning systems, and building security.

Distinguishing Features: The employee ensures the quality and quantity of work performed is in compliance with applicable safety standards and operating policies and, when applicable, establishes and maintains communications with tenant representatives. On occasion the Facilities Maintenance Supervisor may perform needed maintenance and repairs. This class is subject to evening, weekend, and holiday work. This class is subject to call-out, on-call, or emergency work. This class is supervised by the Facilities Work Coordinator who reviews work through conferences, reports, inspections, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Property or Construction Management, Public or Business Administration, Communications, or a related field. Considerable (3 - 5 years) experience in facility maintenance and/or property management (oversight of various construction trades including plumbing, HVAC, or as a building construction and/or facilities supervisor) including some project management experience, and good (1 - 3 years) supervisory/lead experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Due to the required access to all City buildings for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow full, unescorted access to police facilities ***(by assignment)***.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Good computer skills and experience with computerized maintenance and energy management systems is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, tenants, vendors, management, and contractors in order to direct and assign workers in the operation, maintenance, alteration, and repair of City facilities and equipment. Instructs and trains subordinates regarding City policies and procedures, technical, safety, security, housekeeping, and maintenance. Prepares written documents such as budgets, reports, correspondence, work orders, service contracts, job descriptions, and technical specifications and justifications with clearly organized thoughts and using proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal, state, and local regulations as they pertain to building maintenance and alterations. Inspects, monitors, and evaluates building maintenance to determine compliance with contract requirements and prescribed operating and safety standards. Ability to enter and/or extract data or information into a personal computer (PC) and other similar equipment in order to prepare reports, evaluate data, perform calculations, prepare drawings, and other related duties. Operates a City vehicle requiring a standard Arizona Driver's License to travel to and from work sites to review work of and/or to meet consultants, contractors, and employees. May operate power-driven machinery and equipment to complete maintenance work. Operates a variety of standard office equipment. Enters data, prepares correspondence, and monitors systems using a PC in order to set up preventative maintenance schedules and job assignment lists. Prepares schedules, blueprints, and construction drawings to perform maintenance and construction duties. Performs physical inventories of mechanical equipment, tools, trucks, and repair parts. Keeps work area and equipment clean and neat. Meets scheduling and attendance requirements. Works in a variety of weather conditions while inspecting projects and supervising subordinates.

Mental: Plans, organizes, and directs the activities of building maintenance and repair. Supervises and evaluates the work of subordinate personnel in plumbing, electrical, air conditioning, mechanical installation and repair, and carpentry/roofing. Prioritizes own work and assigns and prioritizes work of subordinate personnel. Resolves procedural, operational, and other work-related problems by discussing solutions with customers or contractors. Coordinates work activities including shut down times, material delivery, and assignments with other City departments, tenants, and agencies. Assists in preparing the department budget as it relates to improvement projects. Conducts research, analyzes data, and prepares recommendations on bid submittals to compare costs and service and product specifications. Performs mathematical calculations, cost analysis, or related activities to determine material and labor costs. Comprehends and makes inferences from written material including specifications, change orders, etc. Estimates labor and material costs from blueprints and evaluates contractor's proposals. Comprehends and makes inferences from written material such as work requests, bids, or safety regulations to assign work, determine needed labor and material, and ensure compliance with safety regulations. Understands and interprets blueprints, schematic drawings, and layouts to determine material and labor needed, and estimate labor and material costs. Resolves procedural, operational, and other work-related problems by analysis, review with involved parties, and developing and evaluating alternatives. Assists in developing divisional policies and procedures, short- and long-term objectives or other plans, standards, and formats. Learns job-related material through on-the-job training regarding computer operations, management techniques, new products, and safety. Learns job-related material in a classroom setting regarding computer operations, management techniques, Americans with Disabilities Act (ADA), and other regulations.

Knowledge and Abilities:

Knowledge of:

the procedures, equipment, tools, and materials associated with the construction, repair, and maintenance of buildings;
principles of customer service and public relations;
principles and practices of real property management;
City building codes;
symbols and terminology used in engineering drawings;
project planning, scheduling, and budgeting; and
the occupational hazards and safety precautions of the trade and related Occupational Safety and Health Act (OSHA) regulations of the job.

Ability to:

prepare and monitor budgets and expenditures for assigned facilities;
establish and maintain cooperative working relationships with employees, lessees, municipal officials, service contractors, and the public;
create, interpret, and enforce requirements in contracts and other legal documents, and operating service agreements;
communicate orally and in writing with customers, tenants, clients, and the general public one-on-one and in group settings;
evaluate the performance of subordinate staff;

resolve disputes and mediate between on-site tenants;
read construction drawings and standard drawings for the repair and alteration of facilities and buildings;
determine equipment, tools, manpower, and materials that will be needed to complete assigned projects;
review and evaluate requests for maintenance and make assignments to ensure safe and timely completion;
contact outside vendors to furnish and schedule workers and materials as needed;
supervise jobs in progress and after completion to ensure the quality of work and materials;
review purchase orders, invoices for payment, time sheets, and other documents for accuracy of information;
initiate requests for verbal or written quotes on needed materials and services;
authorize purchases from fiscal budget with supervisor approval;
review safety procedures and methods to maintain and enhance proficiency;
schedule preventive maintenance tasks into the daily work routine;
ensure inventory of buildings and equipment is up to date;
at least annually survey buildings and make personal department contact to determine the departments' needs;
initiate work orders for tasks needed by departments;
monitor and control energy management system;
understand and implement the policies and procedures of the department;
prepare routine reports, correspondence, and justifications using a PC;
install and replace filters, belts, and other supplies while performing maintenance tasks;
plan, assign, and supervise the work of maintenance and cleaning staff and monitor contractors' employees; and
perform work at elevated levels up to a maximum height of 110 feet while performing/inspecting maintenance of electrical and plumbing lines, and making ceiling repairs.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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