

## FACILITIES MANAGEMENT SUPERINTENDENT

### JOB DESCRIPTION

**Classification Responsibilities:** A Facilities Management (FM) Superintendent is responsible for supervising and overseeing construction, maintenance, and special repair of municipal buildings, community facilities, and related public buildings. Supervisory duties include planning, organizing, coordinating, instructing, and evaluating the work of employees involved in special maintenance and repair activities. Administrative responsibilities include: preparation and monitoring of the facilities maintenance budgets; developing, monitoring, and enforcing equipment and facility maintenance contracts; coordinating staff training; developing/revising and implementing section policies; developing and recommending priorities for asset management tasks such as preventative maintenance, repairs, and replacement; developing goals, plans, and performance measures; and serving as liaison with special interest groups, building liaisons, and other City staff to avoid conflict between required maintenance and development activity. This classification is responsible for supervising and overseeing trades and technical work in carpentry; plumbing; electrical; fire alarms; masonry; fence; building structure; and Heating, Ventilation, and Air Conditioning (HVAC) central plant maintenance, repair, and construction activities of buildings and other City assets. Additional duties include: participating in the planning and construction of new facilities and renovations of facilities; and coordinating and implementing policies and use of hazardous materials with county, state, and federal entities. Other duties include: inspecting, monitoring, and evaluating work-related conditions for compliance with prescribed health and safety standards and regulations. This class may participate in work as needed. This class is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. A Facilities Management Superintendent exercises considerable independent judgment in planning maintenance activities and major projects and works cooperatively with other staff to ensure resources are used in the most efficient manner. A Facilities Management Superintendent receives supervision from a Facilities Management Department Director or Assistant Director who reviews work through meetings, conferences, reports, and results achieved. This class is FLSA exempt-executive.

### 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 with an Associate's Degree or a vocational/technical degree in Facilities Management, a construction trade, or related field. Extensive (5+ years) experience in facilities management or commercial building maintenance and operations of facility systems (HVAC, plumbing, fire, life safety, electrical, and building automation) including a minimum of three years supervisory experience.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Due to the required access to all secured 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.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** HVAC Central Plant experience is highly desirable. Certified Facility Manager (CFM) credentials; International Facility Management Association (IFMA) certification; Facility Management Administrator (FMA) certification; Building Owners and Managers International (BOMI) certification. Additional administrative experience in computer maintenance management systems, preventative maintenance planning, capital asset planning, budget preparation, producing cost or productivity studies, plan review, and using computer spreadsheets and databases.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with subordinates, management, contractors, vendors and suppliers, special interest groups, City employees, and the general public in order to plan and assign work, coordinate projects, and respond to inquiries and complaints. Prepares budget documents, project status reports, section policies, equipment and facility maintenance standards and procedures, project cost estimates, performance appraisals, and other recordkeeping activities. Speaks before City and community groups on the operation, goals, and objectives of facilities management and development .

**Manual/Physical:** Reviews the work of subordinates while in progress and upon completion to ensure compliance with standard operating procedures and appearance standards. Inspects, monitors, and evaluates work-related conditions for compliance with prescribed health and safety standards and regulations. Reviews work products of others to ensure compliance with standard operating procedures and federal (including ADA), state, and local regulations as they pertain to facilities maintenance, construction, and alterations. Operates a personal computer (PC) to maintain database systems, conduct statistical analyses, create spreadsheet programs, and input data to prepare reports. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to inspect and monitor work in progress and upon completion. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, coordinates, supervises, and evaluates the activities of employees involved in maintenance and repair and contract administration. Prepares and monitors the budget for operation and maintenance functions. Examines work areas, analyzes proposed projects, and determines best approach to accomplish objectives. Assesses and assigns priorities to problems and work assignments when confronted with several pressing demands at one time. Investigates, analyzes, evaluates, and resolves operational, procedural, and personnel problems. Analyzes and evaluates information and data accurately in order to express ideas clearly and prepare written reports. Devises timetables for the completion of projects by considering such factors as impact of other work, probable work completion of other work units, time required for coordination and/or review, and the number and duration of probable interruptions. Participates in the determination of work project priorities and workload balancing, including scheduling projects and establishing work standards and operating procedures. Supervises and evaluates work of supervisory personnel in air conditioning, electrical, plumbing, mechanical installation, repair, carpentry, space planner, and service contract monitoring. Oversees

procedural, operational, and other work-related problems. Designs systems, processes, procedures, forms, and work measurements to improve methods of operation, simplify workflow, space planning, and convert manual processing to automated system. Evaluates performance for determining staffing levels. Designs reporting systems for use in unit measurement studies. Studies operational problems such as equipment utilization, management reporting system, staffing patterns, and prepares written recommendations for changes and/or improvements. Employs work measurement techniques to develop project plans to achieve established objectives and time schedules. Computes mathematical figures and makes relatively complex arithmetic computations to prepare statistical summaries

**Knowledge and Abilities:**

Knowledge of:

site planning, construction techniques, and plan review;  
report writing techniques for information dissemination;  
the procedures, materials, equipment, and safety hazards common to building/facility maintenance work;  
the chemicals used in the maintenance of facilities;  
the principles and methods of supervision and manpower scheduling;  
techniques used in planning and goal setting;  
management procedures and techniques; and  
the work performed by various building trades (example: plumbing, welding, masonry, carpentry, and painting).

Ability to:

write contracts to perform general and specific maintenance operations;  
write reports and studies tracking the history of maintenance operations;  
break large projects down into smaller work units and assign and coordinate work progress;  
determine equipment and material needs and submit requisitions for it;  
deal effectively with contractors, the general public, outside agencies and services, and other City departments;  
work within established guidelines and policies; and  
establish and maintain effective working relationships with those supervised, management, the general public, and other City departments.

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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MZ/js/ah

CS5815.DOCX

EEO-S/M

JOB FCTN-TRA

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 58

IND-9102

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 50-200