



Office of Human Resources
Facilities Superintendent - CJ2522

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General Statement of Duties

Performs second level supervisory work over skilled trade supervisors and employees involved in maintenance, repair, or construction of City facilities, provides leadership, direction, and long range/short term planning, and directs operational policy development and performance criteria in conjunction with departmental plans and goals.

Distinguishing Characteristics

This class performs second level supervisory duties. This class is distinguished from the Operational Supervisor class that supervises non-supervisory and/or working supervisory employees involved in the operation, construction, maintenance and/or repair of City facilities, infrastructure, parks, and urban forests or in the collection and disposal of solid waste. The Facilities Superintendent class is distinguished from Manager, who manages functional and/or operational area(s) that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

Additionally, the Facilities Superintendent is distinguished from the Field Superintendent that performs second level supervisory responsibilities over skilled trade supervisors, crew supervisors, and employees involved in City field operations such as the collection of solid waste and the maintenance of City parks and urban forests.

Level of Supervision Exercised

Supervises two or more trade supervisors.

Essential Duties

Directs and supervises trade supervisors and skilled trade employees involved in the alteration, installation, maintenance, and repair of buildings, grounds, facilities, amenities, and equipment and establishes unit and staff work goals and performance standards in conjunction with departmental goals and objectives.

Plans, assigns, and evaluates the work of supervisors and staff members, provides technical expertise to staff, and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Develops and implements operational policies, long range, and short term planning initiatives in accordance with departmental plans and objectives and ensures policies and plans are regularly evaluated and updated.

Develops and manages the budget for the work function(s) and allocates funds within the budget to accomplish objectives.

Coordinates projects with other city agencies, departments, and customers and handles sensitive public relations problems.

Implements safety and security standards and develops procedures to ensure compliance.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

By position, inspects and approves contract work in progress and upon completion to ensure compliance with approved plans and specifications.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Four (4) years of supervisory skilled trades experience in the maintenance, repair and construction of buildings and facilities.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles emergency or crisis situations
Personal Safety: aware of surroundings, people, and events
Pressure due to multiple calls and inquiries
Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: ability to distinguish and identify different colors.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Handling: seizing, holding, grasping, or otherwise working with fingers.
Hearing: perceiving the nature of sound by the ear.
Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.
Mathematical reasoning:
Memorization:
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: moving neck upward/downward.
Oral comprehension:
Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.

Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Walking: moving about on foot.
Written Comprehension.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record
Education Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-814
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: