



Office of Human Resources  
Facilities Management Supervisor - CJ3315  
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### General Statement of Duties

Performs supervisory duties over trades technicians involved in the planning, design, construction, maintenance, and alteration of equipment, buildings, machinery, and other city facilities or related projects while ensuring efficient resources and staff in compliance with related laws, regulations, and building codes.

### Distinguishing Characteristics

This class performs supervisory duties over technical trades workers in support of projects or assignments on large, complex, or multiple locations or facilities.

Incumbents may be responsible for supervising one specific building trades area, who are legally required to be licensed or certified such as electricians, plumbers, or HVAC technicians and incumbents supervising these fields are also required to also possess an active license or certificate as required by state or city law.

Incumbents may be responsible for supervising one specific building trades technical area or discipline not legally required to possess a license or certificate and may be responsible for supervising a blend of journey level skilled or semi-skilled positions in the building trades performing work in the maintenance and upkeep of city facilities or equipment.

This class is distinguished from the Multiple Trades Supervisor, who supervises multiple licensed or certified trades disciplines in the building and construction trades.

### Essential Duties

Supervises staff members involved in the building and construction trades performing technical construction, maintenance, and repair to City facilities, supports a department's mission and goals, and recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Plans, schedules, assigns, and evaluates the work of staff members, provides technical expertise to staff, and establishes unit and staff work goals and objectives.

Inspects the construction and installation progress to ensure compliance with established specifications, space allocation, layout, and timetables. Reviews work upon completion for adherence to guidelines and standards and provides necessary feedback.

Implements safety standards and develops procedures to ensure compliance.

Plans, budgets and schedules repairs or maintenance including preparing cost estimate recommendations, requisitions materials and equipment, and maintains records on required and completed work repair. Evaluates the cost of repairs and prepares or modifies recommendations concerning contract repairs, service contracts and internal repair options. Evaluates and approves equipment for purchase, determines equipment specification and ensures parts, equipment and materials are available for use.

Coordinates and serves as a subject matter expert in the building trades on projects with other trades areas and engineers. Performs the same activities as the journey level staff in at least one of the building trades disciplines.

Develops a preventive maintenance program and develops recommendations for the establishment and implementation of a scheduled maintenance program for specialized equipment.

Maintains records and prepares daily activity report for all maintenance, repairs, and/or installation work completed.

Monitors contracts to ensure compliance with contract requirements, verifies that contractors have met contract goals and provided required reports and documentation, reviews and resolves differences in areas of non-compliance, and addresses other concerns, as necessary.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, supervises, monitors, and/or participates in snow removal duties.

By position, responds to after hours calls or emergency calls outside of normal scheduled or business hours.

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 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.

### **Level of Supervision Exercised**

Supervises two or more trades workers.

### **Education Requirement**

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

### **Experience Requirement**

Four (4) years of experience in journey-level skilled trades or in facility maintenance operations.

### **Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### **Licensure & Certification**

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

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, requires a Class "A" Construction Certificate at the time of application to obtain permits for the agency.

Positions supervising Electricians require a valid journey Electrician License issued by the State of Colorado at the time of application.

Positions supervising HVAC Technicians require possession of Heating and Ventilating Journeyman, Refrigeration Journeyman or Stationary Engineer.

Positions supervising Plumbers require possession of a valid Journey Plumber's License issued by the State of Colorado at the time of application.

By position, a valid Master Electrician License issued by the State of Colorado at the time of application to obtain permits for the agency.

By position, a Master Electrician must obtain a Contractor License issued by the State of Colorado which incorporates permit pulling capability by the completion of probation.

By position, Denver Fire Department Fire Alarm Installers License by the end of probation.

By position, requires certifications in stationary engineering, steam-fitting, and/or steam and hot water.

By position, requires possession of a Class "A" Supervisor Certificate in one of the HVAC trade specialties prior to completion of the probationary period to obtain permits for the agency or department.

By position, requires a Master Plumber's License or a Class "A" Supervisor Certificate issued by the State of Colorado, or the City and County of Denver, at the time of application in order to pull permits for an agency or department.

By position, may require more than one certification.

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

### **Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to chemicals, gas

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to extreme temperature changes

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort

Potential exposure to hot and humid work environment

Potential exposure to humid conditions with high moisture content to cause bodily reactions

Potential exposure to infections and contagious diseases

Potential exposure to odorous chemicals

Potential exposure to the risk of blood borne diseases.

Potential exposure to temperature changes: variations in temperature from hot too cold

Potential exposure to toxic chemicals

Handles emergency or crisis situations

Noise sufficient to cause distraction or possible hearing loss

Personal Safety: aware of surroundings, people, and events

Pressure due to multiple calls and inquiries

Subject to electrical and radiant energy hazards

Subject to hazards of flammable or explosive gases

Subject to injury from moving parts of equipment or vehicles

Subject to precarious or high locations

Subject to pressure for multiple calls, inquiries, and interruptions

Subject to varying and unpredictable situations

Subject to vibrations and strain on the body to cause bodily harm if endured daily

Temperature Changes: variations in temperature from hot too cold.

Temperature Changes: variations in temperatures from hot too cold when works in field

Wet: frequent contact with water, liquid, chemicals, or sanitary sewage

Works in confined, uncomfortable or awkward locations

Works in precarious or high locations.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

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

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hazards: Conditions where there is danger to life, body and/or health.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 50 pounds or more.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check

Employment Verification

Motor Vehicle Record

License/Certification

**Assessment Requirement**

Labor and Trades Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-11**

**FLSA Code: Y**

**Established Date: 7/4/2021**

**Established By: BM**

**Revised Date:**

**Revised By:**

**Class History:**