

FACILITY OPERATIONS SUPERVISOR

PURPOSE: To assist in planning, directing, and evaluating property management operations, and supervising staff.

FUNCTIONAL AREAS:

1. Assist in planning, directing, and evaluating property management operations.
 - * A. Inspect facilities to determine maintenance needs and safety conformance.
 - * B. Prioritize and assign maintenance work to assigned staff and contract employees.
 - * C. Assist in developing and operating a computerized work order system.
 - * D. Troubleshoot equipment malfunctions.
 - * E. Read and interpret blueprints and schematics and prepare maps and plans for maintenance activities.
 - * F. Process orders for equipment, materials, and contracted services.
 - * G. Monitor maintenance activities and costs, compile data, and prepare reports and presentations.
 - * H. Communicate with internal and external customers to ensure optimum utilization of City facilities.
 - * I. Assist in preparing and monitoring division budget.
 - * J. Assist in long-range planning for new and existing properties.
 - * K. Assist in addressing questions and complaints from occupants of City facilities and the general public.
 - * L. Assist in developing, evaluating, and monitoring projects, such as Capital improvements and new or replacement facility construction.
 - * M. Supervise the operation of City parking facilities.
 - * N. Supervise the janitorial staff.

2. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules to ensure completion of work.
 - * B. Participate in the hire, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and evaluate the work of employees.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
 - * E. Train personnel in correct and safe operating procedures.
 - * F. Recommend adjustments or other actions in employee grievances.
 - * G. Disseminate and interpret instructions provided to employees through bulletins and other communications.

3. Perform other related duties as assigned.
 - * A. Assist in planning, monitoring, inspecting, and evaluating computerized Facility Management Systems.
 - * B. Research, bid, prepare RFP's, recommend contract award, and, manage outside service contracts for such activities as maintaining alarms, fire extinguishers, cleaning, pest control, and HVAC systems.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Four (4) years of verifiable experience in building and grounds maintenance including two (2) years of supervisory experience; or a combination of equivalent education and experience.

License Requirements

- ◆ A. Possession of valid Minnesota driver's license or privilege by date of appointment and thereafter.

Knowledge Requirements

- ◆ A. Knowledge of methods, materials, and tools used in building construction, maintenance, and inspection including carpentry, painting, plumbing, electrical, and HVAC practices and procedures.
- ◆ B. Knowledge of methods and materials used in parking ramp operation and repair.
- ◆ C. Knowledge of materials management and inventory control procedures.
- ◆ D. Knowledge of accepted supervisory practices.
- ◆ E. Knowledge of applicable local, state, and federal laws, and regulations related to the building trades and OSHA requirements.
- ◆ F. Knowledge of budgetary practices.

Skill Requirements

- ◆ A. Skill in performing duties related to carpentry, painting, plumbing, electrical, and HVAC practices.
- ◆ B. Skill in supervising others.
- ◆ C. Skill in effectively communicating verbally and in writing.

Ability Requirements

- ◆ A. Ability to monitor operations, maintain accurate records, and prepare required reports.
- ◆ B. Ability to estimate project costs and evaluate cost effectiveness of operations.
- ◆ C. Ability to plan, coordinate, and evaluate projects.
- ◆ D. Ability to establish and maintain effective working relationships with supervisors, subordinates, and the public.
- ◆ E. Ability to investigate new products or contracted services, collect bids, and make price comparisons.
- ◆ F. Ability to read and interpret blueprints, schematics, and technical manuals.
- ◆ G. Ability to use computer applications including word processors, spreadsheets, and work order systems.
- ◆ H. Ability to problem solve.

- ◆ I. Ability to perform mathematical calculations for budgetary purposes and estimate the cost of materials.
- ◆ J. Ability to work outdoors in all types of weather.
- ◆ K. Ability to occasionally stoop, kneel, crawl, and work in high places, in order to inspect new or existing construction.
- ◆ L. Ability to perform MEDIUM WORK (defined as lifting 50 pounds maximum with frequent lifting indoor carrying of objects weighing up to 25 pounds).
- ◆ M. Ability to attend work on a regular basis.

- * Essential functions of the job
- ◆ Job requirements necessary on the first day of employment

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EEO Funct: Admin/Finance		EEO Cat: Skilled Craft	