

JOB TITLE: Facility Maintenance Supervisor

JOB NO: MT072128

JOB FAMILY: Maintenance/Trades

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To plan, prioritize, train, supervise and review the work of staff responsible for performing custodial services and perform a variety of semi-skilled work in the maintenance, repair and minor upkeep of various city buildings, including minor carpentry, plumbing, filter maintenance and light fixture maintenance; to perform the full range of custodial duties related to the care, maintenance, and cleaning of various City buildings and facilities.

SUPERVISION

General supervision is provided by the Manager of Building Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Plan, organize, train, supervise and review the work of staff responsible for providing custodial services to assigned City facilities; prepare work schedules for weekend cleaning, floor maintenance; inspect the work of custodial staff to ensure work is properly performed.
3. Participate in the selection of custodial staff assigned to City facilities; prepare and conduct performance evaluations; provide and coordinate staff training; work with employees to correct deficiencies.
4. Inspect building facilities to identify building maintenance needs; identify and report building maintenance needs.
5. Monitor specialized contract custodial services in assigned facilities, identify contract violations and service problems; report contract violations to Manager of Building Services, monitor contracts for window and floor maintenance contracts.
6. Move and arrange furniture and equipment; prepare rooms for conferences and meetings; dismantle rooms after meetings; clean rooms for night use; communicate with City Departments to ensure proper set up, times, dates and other pertinent information.
7. Maintain adequate inventory, preventive maintenance and repairs of custodial equipment and supplies for custodial staff.
8. Directly fill-in and perform all custodial duties in the absence of assigned staff.
9. Work on-call as needed.

OTHER DUTIES AND RESPONSIBILITIES

1. Clean and sanitize restroom facilities and fixtures including sinks, urinals and toilets; replenish supplies in restrooms.
2. Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.
3. Dust and polish furniture, woodwork, fixtures, and equipment.
4. Wash windows, mirrors and walls.
5. Clean desks and counter tops.
6. Empty, clean and sanitize waste receptacles.
7. Move and arrange furniture and equipment; prepare rooms for conferences and meetings.
8. Replace lights and adjust shades and blinds; maintain filters.
9. Identify and report building maintenance needs in assigned buildings and facilities.
10. Deliver supplies to City departments; pick up and deliver a variety of equipment as needed.
11. Make minor maintenance repairs as needed; unclog drains; repair furniture and equipment.
12. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

One year experience in building maintenance including minor facility repair and maintenance and one year experience in a lead or supervisory capacity.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Tools and equipment used in building maintenance and repair work.

Methods, materials, and equipment used in custodial and maintenance work.

Proper planning and maintenance techniques of floor finishes including waxes, strippers buffing and carpet cleaning.

Preventive maintenance of equipment requirements.

Safe work practices.

Skill in:

Performing various cleaning and sanitizing maintenance activities.

Ability to:

Work on-call

Work varied shifts, evenings, nights, weekends and holidays as required.

Work overtime.

Supervise, organize train, monitor and evaluate the work of assigned custodial staff.

Identify, report or correct safety hazards and maintenance needs.

Clean and care for assigned areas and equipment.

Operate buffers, carpet extractors, high speed burnishers and other floor maintenance equipment as required.

Train custodial staff on proper house keeping methods and use of equipment.

Work safely at elevated heights.

Use a variety of building maintenance equipment and custodial equipment including supplies and materials.

Perform semi-skilled building maintenance and repair work.

Identify building maintenance needs and take corrective actions.

Understand and follow oral and written directions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *operating assigned equipment*
- *communicating with others*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *bending, twisting, crouching or kneeling during custodial maintenance activities*
- *moving furniture, equipment and heavy objects weighing up to 74 lbs.*
- *pushing or pulling objects weighing up to 100 lbs.*
- *climbing stairs/ladders, working at heights*

- *walking and standing for extended periods of time*
- *operating assigned equipment*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: January 2001; August 2002; October 2005