

# Building Maintenance Supervisor

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*



**SUPERVISOR:** Parks and Recreation Director

**SUPERVISE:** Oversees part-time custodian and contracted custodial staff

## **SUMMARY DESCRIPTION**

Under the general supervision of the Parks and Recreation Director, performs a variety of semi-skilled tasks in the maintenance, operation, and repair of public buildings and grounds, including the Civic Center, Senior Center, City Hall, and Library. Exercises independent judgment in decision making and prioritizes work.

## **EXAMPLES OF WORK PERFORMED**

*Essential Functions: The following examples of work are illustrative only and are not intended to be all inclusive*

Coordinates and evaluates janitorial and preventative maintenance schedules for city facilities and equipment.

Performs preventative maintenance on heating, cooling, and ventilation systems; performs minor plumbing and electrical work; paints walls, ceilings and window trim; performs minor concrete work; rough carpentry; cleans floors and carpets.

Assists with snow removal at the Civic Center, Senior Center, City Hall, and Library.

Evaluates status of equipment and facilities, and schedules needed repairs or replacement.

Assists in the planning and coordination of building or capital improvement projects. Conducts various analysis and inspections of heating, cooling, air handling, lighting, plumbing and other building systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures for the maintenance and repair of mechanical equipment and facilities within limits of departmental policies and procedures.

Performs turf maintenance duties at public building sites such as mowing, trimming, edging, spraying, and watering.

Performs horticultural activities such as planting, weeding, mulching, edging beds, trimming and pruning plants and trees. Applies pesticides, herbicides and other pest management treatments as necessary.

Oversees and assists in the maintenance and repair of irrigation sprinkler systems.

Determines, calculates quantities, and secures the appropriate materials and supplies.

Inspects services provided by contractors or vendors for compliance with performance standards.

Improves work methods to accomplish assigned work.

Assists in projecting needs for equipment, materials and supplies; assists in the preparation of specifications, estimates, and bids for machinery, equipment, and contractor services.

Assures that tools and equipment are properly maintained and kept in proper working condition.

Maintains positive public relations with the general public, other employees and municipal officials; handles complaints and answers questions from the public.

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Methods of cleaning and preserving floors, walls and fixtures.
- Cleaning materials and disinfectants, equipment and tools used in custodial work.
- Occupational hazards and standard safety practices.
- The operation of motorized vehicles and power equipment, vacuums, floor polishers, common hand and power tools, carpentry and electrical tools, mobile radio and cell phones, ladders and step stools.
- The repair and maintenance of pumps and valves.
- Turf and landscape maintenance.
- Basic mathematical principles.
- Techniques and procedures in basic carpentry, metal, masonry, painting, mechanical and electrical work.
- Pool mechanical systems and operating standards

### **Ability to:**

- Work with a variety of tools related to building maintenance.
- Understand and follow oral and written instructions.
- Perform moderately heavy manual work.
- Perform semi-skilled maintenance duties.
- Work independently in the absence of supervision.
- Clean and care for assigned areas and equipment.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an outdoor park and indoor facility environments, with occasional travel from site to site; exposure to dust, grease, odors, cleaning agents, chemicals, mechanical and electrical hazards and all types of weather and temperature conditions; works and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; periodically works at heights.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to walk, stand and sit; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, and grasp; to climb heights on ladders; to lift, carry push and/or pull moderate to heavy amounts of weight; to operate equipment and vehicles and to verbally communicate to exchange information; normal visual and hearing range.

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Graduation from high school or equivalent GED; one year of experience in building maintenance; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities.

**License/Certification:** Must have or have the ability to obtain a valid Nebraska driver's license; must be able to respond from home to work within 20 minutes under normal weather conditions. Must be able to obtain CPR, AED and First Aid certifications and State of Nebraska Certified Pool Operator License within six months of employment.