

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB377 Environmental Services Supervisor
<b>POSITION #/TITLE:</b> 2445 Environmental Services Supervisor	<b>Adopted:</b> 10-07
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/Facilities Maintenance Services	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 2439/NB368/Facilities Maintenance Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Physical Qualifications, General Knowledge Test
<b>Personal Protective Equipment:</b> head, eye, foot, goggles, welding hood, gloves, spark vest or apron	

<b>General Statement of Duties</b>
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Supervises, coordinates and delegates facility custodial personnel at various city owned facilities. Performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the custodial, snow removal, pest control, building and grounds repair maintenance crews.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, organizes and supervises the custodial and building & grounds maintenance repair of various city owned facilities;  
 Establishes job priorities and time frames for facility maintenance workers and contract services;  
 Provides effective, professional leadership in positioning Facilities/Departments with contracted services;  
 Works with Department Managers/Purchasing in the development of clear and concise competitive specifications for various contracted services;  
 Manages the planning, scheduling, and continuity of the various environmental service contracts for all City facilities where applicable;  
 Reports contract provider deficiencies and communicates with routine performance evaluations and recommendations;  
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;  
 Consults with other departments on work requests from the maintenance department;  
 Periodically controls and monitors energy management system on the INET7000 (Control System International) and ZONE MASTER software programs;  
 Periodically monitors the city-wide Lenel identification/door security system software for the various city facilities;

Reviews and modifies blueprints related to all aspects of facility and grounds care;  
Maintains records on custodial work and building & grounds repairs;  
Schedules preventative maintenance on custodial and facility equipment;  
Meets OSHA standards requirements, on record keeping in the maintenance division;  
Prepares specifications for the purchase of goods and services;  
Prepares employee work order records for data entry into the work order management software;  
Periodically performs data entry into the work order system in absence of the data entry person;  
May perform daily activities within the maintenance division;  
Purchases and orders supplies in accordance to purchasing policy;  
Supervises facility repairs in minor electrical, HVAC (hot water heat boilers, natural gas and fuel oil furnaces, air-cooled and water-cooled systems), and plumbing (domestic systems, sprinkler systems and pressure systems) systems;  
Conducts timely performance reviews and monitors performance and staffing needs;  
Attends meetings, conferences and workshops;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

#### **Required Knowledge and Abilities**

Thorough knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in custodial, building & grounds maintenance repair;  
Thorough knowledge of safety regulations, protocols, principles, practices and procedures;  
Thorough knowledge of building maintenance and procedures;  
Good knowledge of custodial, mechanical HVAC systems, electrical and heating systems;  
Good knowledge of standard maintenance safety standards;  
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions;  
Ability to operate and instruct personnel in the operation of tools and machinery used in custodial, building & grounds and mechanical system maintenance;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from an accredited college or university with an Associate's Degree in Industrial Maintenance or closely related field; and  
Considerable experience in industrial maintenance, including lead or supervisory responsibilities; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

Valid Iowa Driver's License.

#### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;

Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;

Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations;

Sufficient personal mobility which permits the employee to access various work sites and equipment within the city owned facilities and property.