

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB378 Facilities Maintenance Supervisor
POSITION #/TITLE: 2447 Facilities Maintenance Supervisor	Adopted: 10-07
	Revised: 06-16

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Facilities Maintenance Services	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 2439/NB368/Facilities Maintenance Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: head, eye, goggles,	

General Statement of Duties

Supervises, coordinates and delegates facility maintenance projects at various city owned facilities.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the mechanical & building repair maintenance crews.

Examples of Essential Work (Illustrative Only)

Plans, organizes and supervises the maintenance repair of various city owned facilities;
 Establishes job priorities and time frames for facility maintenance workers and contract services;
 Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
 Serves as liaison to internal and external customers and responds to request and inquiries concerning programs, policies, timelines and construction, renovation and maintenance projects;
 Consults with other departments on work requests from the maintenance division;
 Monitors ADA facility compliance and building construction activities;
 Works with Architects and Engineers developing construction bid documents for citywide ADA projects;
 Acts as Construction Manager for ADA contracted work;
 Serves as primary contact for Facility ADA issues;
 Works with City's ADA Coordinator on ADA related projects;
 Monitors/Controls the city-wide Lenel identification/door security system software for the various city facilities;
 Periodically controls and monitors city-wide Building Automation System;
 Performs system design and layout in HVAC, electrical, building, controls, plumbing and construction;
 Prepares specifications for the purchase of goods and services;
 Works with Purchasing Division throughout the bid process;
 Attends Council/Committee meetings related to projects and makes presentations;

Review and provide information for Capital Improvements and Departmental budgets;
Reviews and modifies blueprints related to all aspects of facility and grounds;
Works with Engineering design groups with facility layouts for efficiency and effective ongoing maintenance;
Develops specifications and manages contracts for outsourced maintenance functions and ensures quality of services provided by contractors, consultants and vendor products;
Supervises Facilities Maintenance staff for the City-wide backflow prevention program in City owned facilities;
Oversees City-wide Life Safety Systems Contracts;
Plans and coordinates maintenance functions with contractors during capital improvement projects;
Maintains records on facility equipment repairs;
Schedules preventative maintenance on equipment;
Meets OSHA standards requirements, on record keeping in the maintenance department;
Prepares employee work order records for data entry into the work order management software;
Plans, assigns, schedules, motivates, counsels and evaluates the work of Facility Maintenance personnel;
Provides technical advice to staff on equipment maintenance, construction activities;
Works on projects with the Facility Systems Administrator, as applicable;
Conducts building assessments and make reports to the Facility Systems Administrator;
Manages the development of purchasing specifications and requests for proposals for the architectural and engineering services related to facilities maintenance;
Acts as construction manager on CIP projects in conjunction with Facilities Systems Administrator;
Provides backup support to Fuel Master system;
Monitors and approves P-Card expenditures for Facility Maintenance staff;
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;
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 building, grounds and mechanical system maintenance and repair;
Thorough knowledge of safety regulations, protocols, principles, practices and procedures;
Thorough knowledge of building maintenance and procedures;
Thorough knowledge of ADA regulations;
Good knowledge of building systems;
Good knowledge of standard maintenance safety standards;
Ability to prepare accurate and reliable reports containing construction and maintenance plans, standards and performance measurements, project costs and rational, findings, conclusions and recommendations;
Ability to operate and instruct personnel in the operation of tools and machinery used in 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, Building Maintenance Technology, Construction Management 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.