

FACILITIES MAINTENANCE SUPERINTENDENT

NATURE AND VARIETY OF WORK

This is technical, supervisory, and professional mid-level management work in the maintenance, construction, repair, and alteration of County owned/leased buildings and facilities. Incumbents are responsible for planning, organizing, supervising, and monitoring the work activities of skilled crafts, labor, and trades positions engaged in a variety of maintenance, construction, repair, and alteration of County buildings and facilities. Responsibilities extend to the creation of plans and specifications for the alteration and renovation of buildings and the subsequent supervision of private firms involved in the implementation of contracted projects. Work is performed with considerable latitude for independent judgment and initiative in accordance with established departmental policies and procedures under the general supervision of a bureau head.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions s defined in the Personnel Law (Section 16-102(59).

Plans, organizes, and coordinates the work activities of a variety of skilled crafts, labor, and trades personnel normally through first-line supervisors.

Develops plans, specifications, cost estimated and estimates for jobs to be let out for bid, reviews bids and recommends one to be accepted; oversees work of private contractors as they fulfill their commitments.

Discusses building material quality and cost with dealers, manufacturers, architects and consulting engineers.

Works with private architects when they are responsible for the preparation of drawings and the receiving of bids for new construction or alterations and acts in a liaison capacity between the County and these professional people.

Meets with other municipal officials in an effort to coordinate property maintenance types with other work of the County Governments.

Investigates methods and materials for improving present maintenance standards, assists in the preparation of building preliminary budget estimates, complete requisitions for supplies, services and equipment as necessary to county building maintenance consultants through fulfillment.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the methods, practices, tools, materials and equipment used in the maintenance, construction, and renovation of buildings and facilities.

Thorough knowledge of methods, practices, equipment, and material used in the maintenance of building and facilities environmental systems (e.g., heating, cooling, ventilation, mechanical).

Thorough knowledge of occupational hazards and safety precautions applicable to building equipment maintenance and repair work.

Skill in the use and care of tools and equipment necessary to perform appropriate mechanical repair and maintenance.

Ability to plan, organize and supervise skilled workers in the performance of building equipment operation tasks.

Ability to interpret and make oral and written reports in activities as required.

MINIMUM QUALIFICATIONS

Graduation from high school supplemented by college level course work in civil engineering, architecture, or a related field; plus five (5) years experience in building operations and maintenance including three (3) years of supervisory experience; or an equivalent combination of experience and training that provides the necessary knowledges, skills and abilities.

REVISED: 10/88