



## **CLASSIFICATION DESCRIPTION**

**TITLE: FACILITIES SUPERVISOR**                      **JOB CODE: 16 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under the direction of the Director of Public Works, the Facilities Maintenance Supervisor will supervise and coordinate the day-to-day maintenance and repair of all City owned buildings, grounds, and associated equipment with a strong emphasis on preventative and proactive maintenance procedures. The same shall oversee staff in installations, inspections, repairs, and maintenance of building systems, including mechanical, electrical, plumbing, HVAC, safety, and grounds/landscaping elements of City buildings and facilities. Facilities Supervisor tracks facilities service requests and ensures requests are completed within established timelines and quality standards. Schedules and ensures completion of preventative maintenance. Additionally, oversees landscaping activities, the maintenance of sidewalks and parking areas, and the removal of trash. The Facilities Supervisor maintains a safe and effective working environment, trains team on policies and procedures and coordinates work to be completed by contractors and skilled trades. Employee functions at the management level within the department and is responsible for ensuring all work adheres to prescribed established safety standards, building codes and regulatory requirements applicable to the work. Performs other related work as directed. May be required to respond after duty hours in order to coordinate emergency repairs.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develop and build a wide preventative maintenance program designed to maintain all facilities in the good working order in order to realize the maximum lifecycle of these assets.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Develops strategic and long-range plans for division operations: identifies and prioritizes various maintenance and construction projects; participates in planning efforts; keeps Director apprised of developments at the state and federal level that impact the department; monitors pending legislation for impact on operations; oversee compliance with new legislation.
- Prepares and administers internal allocation budget and coordinates with the Finance Department and the Engineering Department in capital budget planning for the division; monitors expenditures to ensure compliance with approved budgets.
- Manages projects for the department, including the planning, design, implementation, and

evaluation of construction/maintenance/repair projects and related services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; monitors status of work in progress and progress in meeting project deadlines; oversees and monitors work of contracted service providers; inspects quality of completed work; responds to problems or emergency situations; and provides administrative support to the project as needed. Division Managers may serve as construction managers for large capital improvement projects.

- Oversees professional contractors and/or consultants providing services for projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed. Responds to complaints and questions related to division or department operations, activities, or other issues: provides information, researches problems, and initiates problem resolution; and works with supervisors and managers to ensure effective coordination and cooperation across units.
- Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Prepares or completes various forms and reports to document division operations, including reports, correspondence, monthly reports, budget documents, billing statements, payroll documents, and performance evaluations; ensures compliance with applicable state and federal reporting requirements.
- Receives various forms, reports, correspondence, time sheets, budget reports, chemical labels, environmental agency information, maps, bulletins, laws, regulations, policies, procedures, manuals, reference materials , or other documentation; reviews, completes , processes, forwards or retains as appropriate .
- Maintains inventory of department supplies and materials; monitors inventory levels and ensures availability of adequate equipment, supplies, tools, chemicals, and materials to conduct projects and work activities; initiates requests for new/replacement materials.
- Maintains a comprehensive, current knowledge of applicable laws/ regulations; maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **MINIMUM TRAINING AND EXPERIENCE**

Two years of college coursework in the field of facilities maintenance, management or general business supplemented by five (5) years previous experience and or/ training that includes supervision, budgeting, project management, and specialized work in this area of assignment; or High school diploma or GED supplemented by work at least seven (7) years previous experience and/or training that includes supervision, budgeting, project management, and specialized work in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Valid Florida Driver's License required for vehicle travel, as needed

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to effectively supervise a staff comprised of entry and journey level staff engaged in carrying out Facilities and grounds maintenance.
- Ability to plan and execute complex budgets in coordination with multiple departments.
- Knowledge of modern principles and practices as applied to the building interior and exterior maintenance and the associated systems.
- Knowledge of principles and practices of program development and administration; principles of leadership and supervision, training, performance evaluation.
- Knowledge of pertinent federal, state, and local laws, codes and regulations; safe work practices in the construction, maintenance, and security of buildings and campuses.
- Knowledge of mechanical, electrical and plumbing (MEP) and other building systems; design and construction techniques and materials relative to the construction or renovation of MEP and other building systems.
- Knowledge of methods and procedures involved in the preparation, management, and control of budgets.
- Knowledge of contract writing, bidding, and contract compliance methodologies as expressed through a contract QA/QC program.
- Knowledge of business systems, databases, automated document management systems, control devices, and various other related systems.
- Knowledge and experience working with MS Excel, Word, and PowerPoint, and the ability to communicate via email.
- Knowledge of assets tracking and inventory management with a focus on predictive forecasting for asset lifecycles.
- Knowledge of public administration principles and practices
- Ability to plan, direct, assign work, instruct, review, and evaluate technical and professional personnel and support service vendors.

- Ability to read and write English: ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of the methods, tools, equipment and necessary safety precautions used in streets and storm water maintenance and repair work.
- Considerable knowledge of current codes and regulatory standards governing streets and storm water maintenance and repair.
- Ability to operate basic manual and electric hand tools, e.g., hammer, screwdriver, skill saw, power drill, wrench, level, pliers.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time.
- Ability to withstand exposure to dust, mold, fiberglass and various chemicals.
- Ability to operate vehicles and some light equipment, e.g., forklift, tractor, trucks.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with management; ability to work cooperatively with employees, and the general public.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects over 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.