

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title Municipal Facilities Superintendent  
Sch.& Grade PAT-12  
Class Code AC30  
FLSA Status Exempt  
Bargain Unit Elig. Not-eligible  
Occupational Group Architecture

**PRIMARY PURPOSE:**

Plans, organizes and directs activities associated with the design, preventative maintenance plans, and modifications or improvements of municipal buildings and grounds.

**SUPERVISION:**

Under the general supervision of the Assistant Director of Public Works - Operations. Position is responsible for directly and indirectly supervising assigned employees and operations of Municipal Facilities Section. Position may also serve as the acting Division Head, as assigned.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Coordinates, monitors, reviews, and approves all municipal facility studies, investigations, plans and construction projects as a Registered Architecture or Registered Professional Engineer for the Department of Public Works.
2. Plans, directs, and evaluates the need for new structures, major repairs, modifications, and upgrades of municipal facilities.
3. Plans, implements, and/or oversees consultant studies, investigations and construction projects, and complex design activities including contract bid documents, for new structures, major repairs, modifications and upgrades of municipal facilities.
4. Serves as project manager for assigned architectural projects.
5. Ensures that assigned projects meet all applicable codes, standards, ordinances and laws.
6. Reviews and approves plans and projects; provides advisement and assistance to Public Works and City staff, such as technicians, inspectors, and designers regarding municipal facilities design plans and their review.
7. Prepares reports, makes presentations, and maintains accurate records, notes and other required documentation for assigned projects.
8. Responsible for budget development and utilization within Municipal facilities Section.
9. Meets and confers with contractors, public officials, neighborhood groups, outside agencies, advisory committees, citizens, and civic organizations regarding municipal facilities issues and assigned projects.
10. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, trade journals, and testing information.
11. Utilizes a variety of computer software applications such as spreadsheet, database, computer aided design, word processing, and Internet programs.
12. Monitors and evaluates the effectiveness of municipal facilities work backlog, manpower utilization and work crews, which includes, participation in the hiring process, completing performance evaluations, and recommending and implementing necessary disciplinary action for the Municipal Facilities Section.
13. Signs and Seals design plans prepared under his direction.

**IMPORTANT FUNCTIONS:**

1. Attends seminars, workshops, conferences and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, standards and practices related to professional architectural/engineering work with specialized knowledge in assigned area of responsibility; complex mathematics as it relates to architectural/engineering work and calculations; computerized software programs used for architectural/engineering applications; project administration; quality management techniques; applicable laws and regulations as they relate to assigned discipline.

**Abilities**

Effectively performs professional architectural or engineering work including coordinating, managing and directing assigned projects; supervises and directs assigned professional, technical and/or administrative support staff; accurately design, review, analyze, understand and interpret plans and specifications, construction drawings and schematic diagrams; utilize sound judgment and make responsible decisions and recommendations; work effectively with only general direction and guidance; communicate effectively both verbally and in writing; utilize computer software applications; follow oral and written instructions; communicate effectively and courteously with associates, customers and the general public; present an overall professional image; prepare clear and comprehensive reports; effectively present reports, information and recommendations; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in architecture, engineering, or a related discipline plus at least four years professional work experience under a professional architect or engineer with an emphasis on the design, construction and/or maintenance of buildings and grounds. Equivalent experience that allows an individual to obtain Professional Architect (AIA) or Engineering (PE) licensure may be substituted for the degree requirement.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; pushes, pulls, lifts, and carries up to 25 pounds; must be able to review plans, on-site layouts, construction progress, etc.; must possess ability to utilize computer keyboard and/or mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment; may be exposed to extreme weather conditions when conducting on-site field work for various architectural and/or engineering projects; subject to safety hazards from excavation areas, dust and pollen from construction sites, cramped spaces and poor lighting from underground structures, and possible exposure to disease when working around solid waste and sanitary sewer facilities.

**Licensing/Certification**

Must possess a Professional Architect’s or Engineer’s license; must possess MO license as issued by the Missouri State Board of Registration for Professional Architects or Engineers within the probationary period.

**Miscellaneous Requirements**

If operating a vehicle for purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 5164
<b>Comments:</b>	Updated Abilities	<b>Date:</b> February 25, 2002

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_