

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Municipal Facilities Supervisor</u>
Sch & Grade	<u>CTL-16</u>
Class Code	<u>GN09</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Craftworker</u>

PRIMARY PURPOSE:

Plans, organizes and directs activities for the overall maintenance, repair and modification of municipal facilities. Provides project management for a variety of Municipal Facilities projects. Serves as first-line supervisor over crews responsible for the remodeling and maintenance of municipal facilities.

SUPERVISION:

Under the general supervision of the Assistant Director of Public Works; supervises the work of assigned personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, directs, coordinates and evaluates the need for and extent of repairs to be made on municipal buildings, including but not limited to masonry work, carpentry, plumbing, heating and air conditioning, electrical, painting and roofing ensuring all applicable federal state and local building codes are met.
2. Provides project management for building and facility projects of all sizes.
3. Determines and implements programs of custodial work to be done at each assigned municipal building; prepares schedules for repairs and custodial work to be performed.
4. Supervises, plans, directs, coordinates, and reviews the progress of work of crews engaged in the maintenance of municipal buildings.
5. Develops and recommends plans and specifications for contractual services for municipal buildings.
6. Instructs crew regarding methods or procedures to utilize in order to accomplish assigned work.
7. Contacts, responds and meet with appropriate City personnel regarding problems and/or concerns regarding municipal building maintenance issues.
8. Prepares and maintains required records and reports such as payroll, inventory, project status, and material lists.
9. Maintains appropriate supply of materials and services needed to perform work.
10. Provides safety training and instruction to crew members regarding appropriate equipment and work procedures; ensures crew members follow proper safety procedures and equipment is kept in good working order.
11. Reads and interprets technical manuals, blueprints, and other construction drawings, wiring diagrams and operating guides for a variety of remodeling and maintenance projects, equipment operation, etc. as required.
12. Locates vendors, obtains bid/costs and processes appropriate paperwork to procure material or products needed for approved projects.
13. Responsible for budget recommendations, preparation and implementation for the Municipal Facilities Maintenance Section, including the responsibility for short and long-range planning of needs and requirements for building services.
14. Completes performance evaluations, recommends and implements necessary disciplinary action and participates in and makes recommendations regarding the hiring decisions of crewmembers.
15. Travels to work sites throughout the City.

IMPORTANT FUNCTIONS:

1. Utilizes computer software applications used in conjunction with performing duties.
2. Attends workshops, seminars, 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, methods, and equipment involved in several building craft trades such as carpentry, cabinet/furniture making, painting, roofing, masonry, plumbing, electrical, heating or air-conditioning; a knowledge of methods used to prepare specifications, purchase and control maintenance tools, equipment and materials; a knowledge of methods in developing production goals and objectives, cost estimates and manpower requirements. A thorough knowledge of principles of safety and preventative maintenance procedures; ability to prepare clear concise reports and ability to manage building and facility projects

Abilities

Effectively plan, organize, and supervise crews involved in municipal facilities maintenance operations; read blueprints and other construction drawings of projects to be constructed and/or managed; keep accurate records and prepare reports; follow oral and written instructions; review analytical information; present overall professional image; communicate effectively verbally and in writing; deal effectively and courteously with associates, the general public and other agencies; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a 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

Requires a minimum of four years of responsible experience in once of the following areas: carpentry, cabinet/furniture making, painting, roofing, masonry, plumbing, electrical, heating or air-conditioning with at least two years of journeyman level experience in once of the above areas and semi-skilled experience in several other building crafts. At least one year of experience must be in a crew leader and/or supervisory capacity. Experience must be commensurate with building craft specialty required for current vacancy.

Physical Requirements

Performs bending, squatting, climbing, and reaching both to ground level and overhead; holds and grips objects.

Working Environment

Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic, construction, repair, etc.; may be exposed to constant and/or extreme noise and fumes/odors.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5962
Comments:	Updated Abilities	Date: December 12, 2011

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:** _____