

# FACILITIES SUPERVISOR

---

Position Code: 1659

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 352

Location: Facilities

Approval Date: 2018

## **General Statement of Duties**

Performs responsible supervisory duties in the maintenance and care of Town buildings.

## **Distinguishing Features of the Class**

An employee in this class is responsible for the scheduling and supervision of employees involved in the maintenance and repair of Town buildings. Work involves budgeting, supervising, and the development of work programs to respond to needs. Work includes ensuring that all personnel know and follow safety procedures; also the maintenance and agronomic operations for the town including cost control and personnel. This employee must coordinate work with other department heads and contractors. Considerable latitude and independent professional judgment and initiative are required in establishing effective systems and managing personnel. An employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation. In some jobs involving equipment, duties may expose the employee to human body fluids and thus the work is subject to level III of the OSHA requirements on bloodborne pathogens. Tact and courtesy are required in contacts with architects, contractors, engineers, vendors, department heads and employees. Work is performed under general supervision of the Director of Facilities and is evaluated through conferences, observation, and according to the effectiveness of maintaining the buildings, grounds and equipment in satisfactory condition.

## **Duties and Responsibilities**

Schedules work and assign crews assuring all work is completed within established deadlines; evaluates and inspects completed work; and prioritizes work.

Completed work orders and records of jobs performed, materials and staff time used.

Meets with various internal departments to determine scope of project and develop plans.

Submits and obtains permits as needed.

Assists with budget preparation and monitors expenditures.

Instructs employees in proper work procedures, hazards, and safety precautions; provides feedback and quality assurance.

Prepares and maintains daily work reports, makes and adjusts work assignments.

Supervises crews of workers in the repair and maintenance of all Town buildings.

Ensures work orders are complete.

Completes reports and update records manually and through the use of computer software programs.

Inspects and approves the work of contractors.

Assists with quotes for work on Town Properties.

Assists with notifying contractors for building repairs.

Performs preventive maintenance of properties.

Performs carpentry and plumbing work.

Assists with planning work schedules for repairs.

Passes along complaints and concerns to contractors.

Works with Department heads to complete work request.

Assists with writing contracts.

Develops a Preferred Contractors List consisting of two contractors for each trade.

Assists with Monthly Building Safety Inspections.

Performs on call duties for evenings, holidays and weekends

Other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Extensive knowledge of the principles and practices of repair and maintenance of Town buildings.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Considerable knowledge of related engineering specifications, and related environmental laws.

Considerable knowledge of budgeting and purchasing procedures.

Considerable knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and citizens.

Ability to maintain and prepare accurate records.

Skill in the repair and maintenance of buildings.

Computer knowledge.

### **Physical Requirements**

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy construction equipment, and to read and prepare records.

## **Minimum Education and Experience**

Formal specialized training as a supplement to a High School diploma, typically achieved through a two-year college program, and/or a formal apprenticeship program and five to seven years of related experience, plus supervisory experience; or an equivalent combination of education and experience.

## **Special Requirements**

North Carolina Driver's License