



City of Tempe

TEMPE CENTER FOR THE ARTS MAINTENANCE SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	202	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$22.272115
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.070192
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Supervisor
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

This classification receives work direction from the Custodial Services Superintendent, Deputy Public Works Director, TCA Cultural Facilities Manager and managerial staff.

This classification exercises direct supervision over the TCA Maintenance Worker classification and contract employees.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of increasingly responsible, full-time experience in custodial services, gardening / landscape maintenance, special events, or building maintenance trades. Previous supervisory experience is highly desirable.
<i>Education:</i>	Equivalent to the completion of an Associate's degree from an accredited college or university with course work in public administration, business administration, or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver's license. ● Possession of, or required to obtain within six months of hire, an appropriate, valid Arizona Structural Pest Control Applicator's License for both Pest Control (B1); Right-of-Way and Weed Control (B3); and Turf and Ornamental (B5). ● Possession of, or required to obtain within one year of hire, a professional cleaning or grounds maintenance certification and/or other related certifications.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize, supervise and oversee the custodial services and grounds maintenance for the Tempe Center for the Arts; and to act as a liaison with the Cultural Facilities Manager and Facility Management staff to ensure that the facility is well-maintained.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives; establish preventative maintenance schedules and methods for providing custodial services and grounds maintenance related to a high profile arts facility.
- Coordinate, with Facility Management staff, preventative and reactive maintenance of mechanical equipment such as heating, ventilation, air conditioning, refrigeration, electrical, plumbing, water features and other specialized equipment associated with an arts facility.
- Work closely with the TCA Cultural Facilities Manager and TCA staff to determine optimum service schedules in conjunction with performance and event schedules.
- Plan, prioritize, assign, supervise, monitor and review the work of assigned staff to ensure work is completed in a timely and appropriate manner; review and distribute work orders along with follow up to ensure completion and compliance.
- Participate in the selection staff; provide or coordinate staff training including the proper use of chemicals, pesticides, herbicides, equipment, etc.; facilitate and conduct performance evaluations; work with employees to correct performance deficiencies; implement performance improvement plans and/or disciplinary actions; promote a healthy, safe, and positive work environment.
- Inspect, monitor and evaluate building maintenance to determine compliance with appropriate emergency warning systems.
- Conduct research, analyze data, and prepare recommendations on bid confirmations to compare costs of service and product specifications.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Enter data; prepare correspondence, cost estimates, and fiscal/budgetary reports.
- Perform mathematical calculations, cost analysis or related activities to determine material, staffing, equipment and tool costs necessary to perform tasks.
- Conduct physical inventory of mechanical equipment, tools, vehicles, supplies and materials and enter information into a data base.

- Review purchase orders, invoices for payment, time sheets and other related financial and/or personnel related documents.
- Promote workplace safety awareness and understanding of potential workplace hazards and assist with the necessary training to avoid such hazards; participate in safety initiatives.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Move heavy objects with forklift, dolly, etc.;
- Operate city vehicles (i.e. van, club car, electric golf cart);
- Use power tools (i.e. hedge trimmers, power and pole chain saw, backpack and hand held blower, backpack and upright vacuum, commercial 24' push vacuum, auto scrubbers, high speed floor machines, low speed floor machine, wet extractor, Orbot carpet machine, Dry Host machine, carpet fan blower, window machine, pressure washer, etc.);
- Use tools (i.e. hand saw, lopers, hand pruners, pipe cutters, valve wrenches, shovels, rakes, pick axe, push brooms, window machine, hose reel, screw drivers, hammers, allen wrenches, socket wrench, nut drivers, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse considerable distances during workday with or without an accommodation;
- Other physical labor essential to the classification (trim trees and scrubs, irrigation repairs, dig holes, plant trees and scrubs, raking xeriscape, clean curbs and parking lot debris, litter removal, empty outdoor trash cans, moving furniture, stack chairs, move platforms, spraying pesticides and herbicides, dry herbicide applications, vacuum, clean toilets, strip wax, seal concrete floors, wet extract carpet, clean glass at normal levels and clean high glass using lift equipment, window machine, stocking custodial closets, removal of bees swarms, etc.)
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May work alone for extended periods of time;

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective May 2007</i> <i>Revised January 2017 (add physical/mental activities)</i></p>