



# City of Tempe

## FACILITY MAINTENANCE SUPERVISOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	319	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$31.822596
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$42.960577
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Facility Maintenance Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Facility Maintenance Manager or from other management staff.  
Exercises direct supervision over assigned facilities maintenance personnel.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of full-time experience in the performance of journey level facility maintenance duties.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by completion of a vocational degree.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

### 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, assign, supervise and coordinate the maintenance of the City's facilities. To perform a variety of technical and administrative duties relative to the areas of responsibility.

### 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 schedules and methods for facility maintenance services, and implement policies and procedures.
- Develop, administer and monitor preventative maintenance programs.
- Train, motivate, coach, assign and oversee the work of staff; schedule and prioritize work assignments; and monitor status of work in progress.
- Negotiate resolutions of challenges with contractual agreements, both internal and external to the organization.
- Inspect the work of maintenance contractors, prepare inspection reports, maintain records of all areas maintained under contract, and ensure proper compliance with contract conditions.
- Establish and maintain cohesive and effective working relationships with facilities patrons and contracted users of facilities as well as the general public.
- Plan, prioritize, assign, supervise and conduct daily field inspections of maintenance activities including HVAC repair, carpentry, masonry, electrical, plumbing, painting, plastering, energy management, generators, fire alarm systems, security systems, locks, remodeling and rebuilding of existing facilities or in the construction of new facilities.
- Review work of crews to ensure proper safety procedures and standards are followed, including ADOSH and OSHGA standards.
- Evaluate operations and activities of assigned responsibilities, recommend improvements and modifications, and prepare various reports of operations and activities.
- Coordinate projects and work activities with other divisions, departments, and contractors;
- Confer with assigned staff, assist with complex situations and provide technical expertise.
- Communicate both verbally and in writing regarding current facilities activities, and facilitate and direct daily staff meetings regarding job assignments.
- Prepare clear and concise records, reports and other written materials.
- Participate in preparation of the operating and CIP's budgets, provide justifications for budget items, and monitor, review, approve and control expenditures.
- Participate in the selection of staff; conduct and/or or coordinate staff training; work with employees to correct deficiencies; and implement and administer discipline procedures.
- Perform full range of facilities maintenance duties as required including electrical, plumbing, carpentry, locksmithing and HVAC maintenance.
- Operate the full range of equipment and tools related to assigned activities.
- Schedule and supervise the testing and preventative maintenance of a variety of electrical equipment.
- Determine equipment and supply needs; evaluate and monitor equipment performance; and make routine emergency purchases as required.
- Assess security programs, operations, processes, equipment and systems.
- Troubleshoot, maintain, and repair the City's facilities access systems.

- Prepare sketches and/or blueprints for maintenance staff to follow in performing repairs or alterations.
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans; and prepare specifications for maintenance contracts on new facilities.
- Participate in the energy conservation program, monitor energy usage, and regulate systems using a computer; operate computerized facilities management systems and computerized energy management systems.
- Promote sustainable principles and procedures in City facilities.
- Administer, enter, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- 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;
- Use power tools (i.e. drill motor, sander, grinders, drain and roter machines);
- Use tools (i.e. hammer, screwdrivers, wrenches);
- Climb stairways, ladders, and work on elevated structures;
- 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;
- Exposure to hazards of electrical shock, falls, noise, equipment operation;
- Exposure to blood and airborne pathogens, bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours;
- May work alone for extended periods of time;
- Operate city equipment.

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective November 1988</i>  <i>Revised December 2007 (Supervision Received)</i>  <i>Revised September 2016 (update purpose statement, essential functions, job duties, and min qualifications)</i>  <i>December 2016 (added physical/mental activities)</i></p>