



CITY OF ALACHUA

JOB DESCRIPTION

FACILITIES MAINTENANCE SUPERVISOR

DEPARTMENT: Finance and Administrative Services

REPORTS TO: Finance and Administrative Services Director

SUPERVISES: Facilities Custodial Worker

FLSA: Nonexempt

GENERAL DESCRIPTION:

Supervisory and skilled work in coordinating the maintenance and upkeep of all city facilities and assigned fleet. Work is performed under general supervision of the Finance and Administrative Services Director.

ESSENTIAL JOB FUNCTIONS:

1. Supervises contractors for maintenance and repair services, including janitorial, landscape, maintenance and other related contract services. Maintains records of work orders for services and repairs.
2. Receives calls and work orders for facility problems or maintenance issues and initiates appropriate measures to correct, including performing minor repairs and other maintenance activities.
3. Conducts routine inspections and preventative maintenance of facilities and equipment to ensure temperatures, pressures, etc. are maintained. Makes adjustments to Heating, Ventilation and Air Conditioning (HVAC), energy management and other facility systems.
4. Makes recommendations and performs routine and preventive maintenance and minor repair work for building systems to include HVAC, electrical, plumbing and minor carpentry.
5. Maintains inventory of operating and maintenance supplies for the facilities.
6. Initiates requisitions for purchases and contract services; assists in obtaining specifications/bids for repairs and contract services.
7. Reports needs for major facility repairs to supervisor.
8. Performs sanitation control and routine checks for safety hazards.
9. Drives vehicles and operates light equipment.
10. Maintains sprinkler systems.
11. Administers fleet maintenance program to include preventative maintenance and emergency repairs.
12. Ensures fleet maintenance requests are properly submitted and completed by appropriate department/division.
13. Coordinates with fleet vendors to perform maintenance of fleet.
14. Maintains fleet maintenance detail in automated system software for tracking and reporting purposes.
15. Submits budget requests for facilities for review and approval.
16. Responsible for supervision and evaluation of assigned staff.
17. Performs project management for city facility-related projects, as assigned.
18. Performs other related duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of maintenance procedures essential for the upkeep of facilities and operational systems. Thorough knowledge of occupational hazards and safety precautions of the work. Thorough knowledge of facilities systems to include HVAC, electrical and plumbing. Ability to follow written and oral instructions. Skill in operation and maintenance of equipment and tools related to the position. Ability to supervise staff.

EDUCATION AND EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Five (5) years of experience in facilities maintenance including mechanical and electrical equipment maintenance and repair.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Universal EPA Certification required.

Must possess a valid Florida Driver's License.

National Maintenance Electric License (or similar license) preferred.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without corrections).

Acceptable hearing (with or without hearing aid).

Moderate to heavy (45 pounds and over) lifting and carrying.

Walking.

Standing.

Stooping.

Driving.

Equipment operation.

Bending and kneeling.

ENVIRONMENTAL CONDITIONS:

Works in and out-of-doors in various weather conditions with: dust, dirt, noise.

May occasionally work in adverse weather conditions as required in emergency situations

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature