



Position Description

<b>Job Title</b>	Facilities Superintendent
<b>Department</b>	Public Works
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

**Scope of Work**

This is a working supervisory position performing and supervising building maintenance and custodial operations for the City's buildings and facilities, including the Recreation Center, City Hall/Library, Police Stations, Public Works facilities and parks.

**Supervision**

<b>Received</b>	Director of Public Works
<b>Exercised</b>	Direct supervision to several part time employees, outside vendors and contractors, and to interdepartmental employees as required.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Manages, supervises and participates in the maintenance of all City building facilities and systems, including security, elevators, HVAC & boiler, key access, water backflow, building equipment and structures, outdoor grounds, parking areas, signage and turf maintenance, fire alarm/suppression including extinguishers, storage and maintenance areas, indoor/outdoor lighting, recycling and refuse, communication systems and utilities.
- Coordinates and supervises City and contractual workers at multiple sites engaged in building maintenance, alterations, repairs and custodial services.
- Coordinates and participates in snow removal, grass cutting and landscaping maintenance at City facilities as needed.

- Maintains City tree inventory and planting lists; performs other forestry duties as directed.
- Maintains proper operations of all building equipment; maintains and recommends repairs for a variety of systems including boilers, electrical, plumbing, air handling and security; operates motor vehicle to visit multiple sites; establishes general maintenance guidelines and priorities.
- Schedules, assigns, supervises and evaluates the work of custodians; recruits, trains and disciplines staff as needed.
- Meets with municipal staff to identify capital projects; plans preventative and proactive maintenance programs.
- Inspects and monitors repair work in progress and assures compliance with applicable state and local regulations.
- Prepares and manages Department operational and capital budgets; processes bi-weekly payroll; makes Department purchases and assists with multi-departmental purchasing; prepares requests for proposal and bid packets.
- Manages building inventories for fixed asset management for City facilities.
- Orders, maintains and manages cleaning supplies and equipment for City facilities.
- Monitors and oversees maintenance agreements for HVAC systems, fire suppression, elevators, garbage service, landscaping and security systems; approves work; monitors and inspects contractors for adherence to specifications.
- Promotes activities that enhance facility energy efficiency; monitors and analyzes activity.
- Prepares and maintains documents, reports and correspondence as needed.
- Coordinates and/or assists with grant acquisition, assistance and administration.
- Remains available by telephone on a 24 hour basis to respond to requests and arranges for coverage when not available.
- Assists other departments as needed.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school plus additional 2 years of technical training in maintenance operations, and/or Associate’s Degree preferred, plus at least 2 years of experience in building maintenance operations; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Department policies, procedures and services.</li> <li>• Building systems maintenance practices and techniques.</li> <li>• The use of general maintenance tools and supplies.</li> <li>• The occupational hazards involved in facilities maintenance operations and the safety practices and techniques used to avoid or minimize risks.</li> <li>• The use of standard office equipment including computers and relevant software.</li> <li>• Business English (grammar, spelling, punctuation and tone) and math.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Assign and supervise the work of others, including outside contractors.</li> <li>• Train employees on proper safety methods used to avoid or minimize occupational hazards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Organize and prioritize workload and projects.</li> <li>• Research and analyze new technologies and systems for improving efficiencies in building operations.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, employees and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• The use of maintenance equipment, tools and supplies.</li> <li>• Oral and written communications.</li> <li>• Public relations.</li> </ul>

### **Necessary Special Requirements**

Valid Wisconsin Driver's License; Commercial Driver License (CDL) preferred; First Aid and CPR certification.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers, tools and cleaning equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- The employee may be exposed to adverse weather and other unpleasant conditions, including heat, cold, wetness and humidity; dust, odors, noise, vibration, toxic agents, electrical currents and disease.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, bend, stoop, kneel, crouch, crawl and smell.
- The employee must occasionally lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.