

City of Fort Worth, Texas Job Description

Classification Title	Assistant Facilities Superintendent		
Job Code:	PR1091	Job Family:	Professional
Pay Grade	612	Date Reviewed:	06/24/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in the management and supervision of facility maintenance staff; assists in planning, reviewing and prioritizing work of staff and contractors; and ensures quality workmanship and adherence to policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assists in managing daily operations of City building repair and maintenance, janitorial, and warehouse operations; participates in major projects and observe work in progress.
3. Prepares and administers contracts for work to be done by private contractors; reviews plans and specifications for new building construction; identifies and plans construction to meet future needs.
4. Inventories buildings to determine specific maintenance and preventative maintenance needs; generates work orders for maintenance needs.
5. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; makes recommendations for changes and improvements to existing standards and procedures.
6. Participates in planning, directing, and coordinating the work plan for technical and maintenance staff; assigns work activities, projects and programs.
7. Monitors and evaluates the quality of workmanship, efficiency and effectiveness of employee work programs and projects.
8. Continuously assists in monitoring and evaluating the quality, responsiveness, efficiency and effectiveness of assigned programs, methods and procedures; works with personnel on the continuous improvement of activities and operations.

9. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitor expenditures.
10. Prepares reports on operations and activities in a concise, clear, and objective format.
11. Meets with customers/clients and contractors to develop project scope, schedules and status.
12. Provides administrative support to senior management; assists in the daily operations of maintaining over 300 general fund facilities; and assists in the development of division goals, objectives and procedures.
13. Evaluates the condition of facility envelope, equipment and mechanical systems.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of supervision, training and evaluation.
 - Building materials and methods used in the maintenance, repair and installation of building equipment and systems.
 - Project management principles and practices.
 - City of Fort Worth Rules and Regulations.
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision making.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze problems and identify solutions.
 - Evaluate employee performance.
 - Read and interpret blueprints and drawings.
 - Manage multi-craft projects.
 - Plan and manage employee development.
 - Assists in the development of goals, objectives and procedures.
 - Estimate material and labor costs.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college or university with major course work in construction or a related field and five years of increasing responsible experience in building construction and repairs, including two years of lead or supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.