

City of Fort Worth, Texas Job Description

Classification Title	Facilities Supervisor		
Job Code:	PR1521	Job Family:	Professional
Pay Grade	610	Date Reviewed:	6/12/2015
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates construction and maintenance activities for municipal building and facilities within assigned division. Oversees and participates in the installation of building equipment and systems. Supervises janitorial services and delivery of library materials, equipment and supplies. Provides staff assistance to senior management personnel.

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. Oversees, inspects and administers projects on city facilities; identifies building repair issues; schedules repairs or recommends renovations; monitors contractors for quality workmanship and compliance with rules and regulations; and monitors contracts for accuracy in hours billed, material charged and other contract charges.
3. Identifies and secures regular maintenance and repair for library facilities, including mechanical and electrical systems; makes purchases for library furnishings; and plans and implements renovation/refreshment projects.
4. Oversees janitorial and security contractual services; schedules special projects; monitors daily activities of security guards; ensures regular inspections are performed; and develops evacuation plans and maps.
5. Evaluates and assesses buildings envelope, equipment and systems; prioritizes needs; and reviews blueprints and project requests to ensure design standard requirements.
6. Monitors assigned budget; and maintains records concerning pertinent building maintenance information.
7. Monitors and evaluates the efficiency and effectiveness of assigned building maintenance procedures and methods.
8. Performs other related duties as required.

9. 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:
 - Heating Ventilation Air Conditioning system operation and control.
 - General maintenance/repair and construction.
 - Inventory management.
 - Construction methods and principles, maintenance operations and safety rules.
 - City purchasing rules and regulations.
 - Occupational Safety and Health Administration and Hazardous Materials rules and regulations.
 - Department goals and objectives.
 - Building standards.
 - Building equipment, envelope and systems.
 - Pertinent federal, state and local laws, codes and regulations.
- Skill in:
 - Planning and project management.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, motivate, evaluate and discipline employees.
 - Read and interpret blueprints and schematics.
 - Identify cost savings within the department.
 - Develop specifications according to department needs.
 - Use computers and applicable software.
 - Manage contracts and direct the work of contractors.
 - Use hand tools and equipment associated with the maintenance, repair and renovation of buildings.
 - Apply methods, materials and techniques used in construction, management and operations of building maintenance.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS diploma/GED supplemented by specialized training in building construction or a related field. Four years of responsible experience in construction of buildings or related structures, including two years of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Possession of, or ability to obtain an appropriate 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, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

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.