

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION:

Supervises, plans, coordinates, and manages the work of maintenance staff and outside contractors. Performs a variety of technical tasks related to assigned areas of responsibility including facilities maintenance, renovations, life safety systems, energy management, janitorial services, and grounds maintenance.

RESPONSIBILITIES:

Plans, prioritizes, assigns, supervises and reviews the work of maintenance staff and outside contractors. Establishes schedules and methods for providing facility maintenance services; identifies and allocates resources needed.

Reviews work orders, establishes priorities, creates work schedules and work assignments. Develops and maintains an efficient and effective method for scheduling, assigning, and ensuring satisfactory completion of work orders for maintenance staff and outside vendors/contractors.

Inspect and oversees the site work required for contract compliance for janitorial and landscape maintenance services. Responds to complaints received from staff and management regarding janitorial and landscape services deficiencies.

Conducts routine inspections of facilities to determine overall condition and needed repairs. Generates work orders, documents and maintains accurate records on findings. Inspects maintenance, repair, and installation work to ensure conformance to established specifications and that work is completed in a satisfactory manner

Assist with the disposal of unused furniture, equipment, records, batteries, etc.

Resolves a wide range of routine and non-routine personnel issues and difficult situations. Works with staff to correct deficiencies, discipline, and complete performance evaluations.

Works with Director on the development of operational goals and objectives for the Facilities Maintenance Department and monitors progress toward accomplishment of goals.

Works with the Director to develop short and long-range plans for the routine, preventive, and major maintenance and repair of buildings, grounds, equipment, and vehicles.

Meets regularly with Director to review maintenance needs and to discuss status of current maintenance requests. Responds to questions and concerns from staff members regarding maintenance issues.

Responds to emergency maintenance issues. Manages the on-call procedures, schedule and responses for the maintenance staff.

Ensures compliance of all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.

Interacts extensively in person, over the telephone, and via e-mail with staff and management, outside agencies, vendors, and patrons. Responds to inquiries and complaints in a courteous and timely manner.

Maintains a safe environment for both patrons and staff.

Participates on interview panels and selection of staff for Facilities Maintenance Department.

Picks up parts and supplies from vendors.

Maintains and secures assigned tools and equipment.

Utilizes personal computers, automated systems, the Internet, e-mail, and on-line tools and resources.

Operates library and office equipment including, but not limited to: copy machine, telephone and facsimile machine.

Performs building maintenance duties as required.

Performs grounds maintenance duties as required.

Performs janitorial duties as required.

Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The maintenance and operational requirements of a wide variety of commercial building systems and components.

Proper methods, techniques, tools, and materials used in rough and finish carpentry, painting, electrical, plumbing, masonry, concrete, roofing, and general commercial building maintenance and repairs; and grounds maintenance and repair.

Methods, techniques, tools, and materials used in the troubleshooting, maintenance and repair of HVAC systems and equipment.

Proper inspection techniques for maintenance, repair and installation work to ensure conformance to established specifications and performance of quality work.

Safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.

Proper methods and techniques used to conduct and document facility condition and safety audits.

Cleaning methods, supplies, and equipment.

Grounds maintenance techniques and requirements.

Parts and supply inventory management.

Effective supervisory techniques and practices.

Library District policies and procedures

Library District terminology and functions.

Correct English usage, spelling, punctuation, and grammar.

Ability to:

Exercise initiative and discretion.

Supervise and direct the work of subordinate staff.

Accept and manage change and maintain flexibility.

Work under pressure and meet deadlines.

Interpret schematics, manuals, and drawings related to building systems, structure, equipment, and furniture.

Perform detailed inspections and analyze repair needs.

Climb ladders onto raised areas.

Work in extreme heat and cold for extended periods of time.

Understand and follow oral and written instructions.

Exercise sound judgment and make independent decisions.

Maintain professional relationships with those contacted during the course of work.

Direct and evaluate complex projects in process for efficient results.

Perform multiple tasks concurrently.

Work quickly and accurately.

Interpret, explain, and apply Library District policies and procedures.

Work both independently and as part of a team.

Communicate clearly and concisely, both orally and in writing.

Effectively communicate with and elicit information from difficult, upset and irate individuals.

Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.

Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

--standing, walking, or sitting for extended periods of time;

--bending, reaching, stooping, and pushing;

--lifting and carrying;

--operating assigned equipment.

Maintain effective auditory and visual perception needed for:

--making observations;

--communicating with others;

--reading and writing;

--operating assigned equipment.

Work on-call evenings, weekends and holidays.

Skilled in:

The safe operation and maintenance of equipment and hand and power tools used in the building and mechanical trades.

The use of personal computers and associated software.

The use of basic office equipment.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

High school diploma or GED equivalency required, AND seven (3) years of increasingly responsible facilities maintenance and supervisory experience, some of which must include experience in both commercial buildings and grounds maintenance, OR an equivalent combination of training, education, and experience that provides the necessary knowledge, skills, and abilities.

Desirable qualifications:

Bachelor's Degree from an accredited college or university with coursework in facilities maintenance, construction management, engineering, or closely related field.

Physical requirements:

Essential and marginal functions may require maintaining a physical condition necessary for regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require color perception, sound perception, texture perception, visual perception, odor perception, and oral communications ability.

Environmental requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

1/2/2017