ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Facilities Maintenance
Job Code: 8075
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise the day-to-day operations and staff involved in performing skilled trade work in the construction, maintenance, and repair of City buildings and facilities.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and updates and maintains

department standard operating procedure manuals.

Ensures adherence to established safety procedures: conducts safety training; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; and initiates any actions necessary to correct deviations or violations.

Supervises and conducts maintenance inspections of buildings, equipment, and facilities to identify potential problems, unsafe conditions, needed repairs, or other situations requiring attention: issues work orders for maintenance/repair work; and reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to appropriate personnel.

Supervises building construction, maintenance, repair, and modification projects: evaluates scope of work for a specific projects; determines trades and types of permits required; completes building permit applications; organizes inspections; tracks progress of the permit processing; prioritizes and schedules work; determines and coordinates necessary equipment, materials, and manpower to complete projects and work orders; plans most efficient use of resources; assigns projects and work orders to appropriate staff; redirects or reassigns workers in response to emergencies or changes in priorities; monitors progress in meeting project deadlines; and responds to problems or emergency situations.

Monitors, participates in, and inspects work activities to ensure operational efficiency: coordinates general maintenance and repair work on buildings, equipment, and related facilities; and monitors and assists staff and/or contractors in performing skilled, semi-skilled, and manual work involving building maintenance, building renovation, carpentry, electrical, mechanical, plumbing, heating and air conditioning, or other projects.

Communicates with supervisor, subordinates, other City employees, contractors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, timesheets, architectural drawings, building permits and applications, key performance measures, contracts, purchase requisitions, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates and maintains a variety of equipment and tools to complete essential functions, such as vehicle, hand tools, small power tools, man lift, or other equipment and tools.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Construction Management, Facility Maintenance, or a related field required; supplemented by two years of experience in building trade, facility maintenance, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, disease, pathogenic substances.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.