ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Facility Maintenance
Job Code: 8590
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise operations and staff involved in the installation, maintenance, and repair of heating, ventilation, air conditioning (HVAC), electrical, mechanical, plumbing, and safety systems at the City's civic center.

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 Manager, Facility Maintenance; and updates and maintains department standard operating procedure manuals.

Supervises and participates in the maintenance and repair of HVAC systems, including commercial kitchen refrigeration systems: repairs and/or replaces compressors, motors, control and safety components, and refrigerant; oversees electronic and pneumatic systems; and manages temperature control of large space environments.

Supervises and participates in the installation, maintenance, and repair of electrical and electronic systems such as panels, disconnects, bus distribution, temporary distribution for power and lighting, large venue arena and auditorium specialty lighting, etc.; manages multi-volt transformers and lighting distribution; and repairs related electronic components and devices.

Supervises and participates in the installation, maintenance, and repairs of mechanical and other facility systems, such as commercial fryers and dishwashers, garage bay doors, arena retractable bleacher systems; supervises roofing, carpentry, concrete finishing, and door/latch repairs and replacement; and repairs scissor lifts, forklifts, basketball goals, and commercial compactors.

Supervises and participates in the installation, maintenance, and repairs of safety systems, such as emergency installation, maintenance, and repair including lighting systems, exit lighting systems, fire systems, smoke detectors, beam detectors, sprinkler systems, duct detectors, Notification Appliance Circuit (NAC) panels, fire curtains, smoke evacuation exhaust units, ansel systems, etc.; supervises event safety and security, such as building entry, trip and fall prevention, product safety, etc.; and ensures compliance with extensive National Electrical Code, National Fire Prevention Association, Americans with Disabilities Act, Occupation Safety and Health Administration, City, and other building and safety codes, laws, and regulations.

Supervises and participates in the installation, maintenance, and repairs of plumbing systems, such as automated urinals, faucets, toilets, water heaters, mixing valves, showers, commercial dishwashers, heat exchangers, hot water loop systems, etc.

Supervises and assists with event planning, set-up, and break-down: performs electrical and space design, as needed; installs temporary electrical distribution for lighting, sound, and commercial kitchen equipment; and connects large camera trucks, tour buses, and broadcast network trucks to electrical and other networks.

Performs administrative duties in support of facility operations: prepares and maintains preventative maintenance documentation; prepares, distributes, and/or monitors employee and event scheduling; orders parts and equipment; coordinates repairs and installations with contractors and vendors and needed; and monitors expenditures to ensure compliance with approved budget.

Communicates with supervisor, subordinates, other City employees, contractors, outside agencies and organizations, 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, receipts, blueprints, electrical diagrams, installation and repair manuals, diagnostic reports, reconciliation reports, preventative maintenance reports, predictive maintenance reports, schedules, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a variety of equipment and tools necessary to complete essential functions, such as diagnostic tools, HVAC equipment, electrical equipment, commercial kitchen equipment, hydraulic lifts, scissor lift, forklift, pallets, pneumatic equipment, retractable stadium bleachers, power tools, drills, saws, grinders, welders, sanders,

sprayers, refrigerant recovery systems, test meters, hydraulic knockouts, hydraulic benders, oscilloscopes, data recorders, or other tools and equipment.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, 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 Applied Electronics Design or a related field required; supplemented by three years of experience in installation, maintenance, and repair of HVAC, electrical, mechanical, plumbing, and safety systems; 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. Must possess and maintain the following additional certifications or licensures: Journeyman Electrician and HVACR.

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 lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

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 rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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, odors, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, or rude/irate customers.

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.