

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FACILITIES MAINTENANCE SUPERVISOR **JOB CODE:** 2611
DEPARTMENT: GENERAL SERVICES **DATE:** 2/08
REPORTS TO: PUBLIC PROPERTIES SUPERINTENDENT

JOB SUMMARY:

Supervises and participates in maintaining, repairing, and remodeling municipal facilities and properties.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, and evaluates daily operations to include scheduling and specifying policies, procedures, equipment, and staffing; plans short-term activities and special projects; develops and implements work objectives; supervises the work of volunteers.

Oversees administrative activities such as rectifying records problems and assisting with preparation of divisional budget; maintains facility and operation files and historical data on facility maintenance operations; maintains employee time sheets and payroll records.

Identifies and develops potential sources of supplies, materials, equipment, and services capable of providing appropriate quality at appropriate prices; submits requisitions according to research; manages the purchasing and inventory control of parts, equipment, and supplies for division.

Attends and participates in staff meetings, completes required forms and paperwork, and prepares work program; reports progress periodically.

Coordinates and supervises the division winter operations, including airport snow-ops, community centers, and other assigned municipal facilities.

Performs assorted carpentry tasks such as installing and repairing doors and door frames, windows, sheet rock walls, tile floors, roofs, and fences; builds cabinets and roofs; performs remodeling, painting, and other required work.

Performs grounds maintenance work such as mowing lawns around buildings and airport runways, raking leaves, and trimming trees and brush.

Performs assorted plumbing work, including but not limited to installing and repairing toilets, sinks, and pipes; fixes leaks; rebuilds steam lines, water lines, and drainage lines; solders copper pipes; repairs steam, gas, and oil heating systems.

Performs electrical work such as wiring panel boxes, changing light switches, replacing motor pumps, running wire to conduits, running telephone wires, repairing airport runway lights, and other assorted tasks.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, recommending salary adjustments, addressing complaints, resolving problems, and planning, assigning, and directing work.

Oversees the operations of automated heating and cooling systems.

Oversees the maintenance of fire alarm systems.

Installs, operates, and maintains security systems.

Operates and maintains athletic facilities and pools.

Ensures that quality standards and compliance with regulations are maintained.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools
Motor Vehicle

Power Tools
Floor Machines

Voltage Meter

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and, five years of progressively responsible experience in building trades and, one to two years of experience in supervisory capacity or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: Valid New Hampshire Driver's License. Other trade-specific licensure or certifications may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment used in the construction, repair, and maintenance of buildings and other municipal structures.

City, state, and federal laws applicable to building, plumbing, electrical, and mechanical codes.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services.

Accepted personnel practices, procedures, and policies including supervision, training, and performance evaluation.

Occupational hazards, safety regulations, and precautions relating to the maintenance trade and the protection of public safety.

Methods, materials, and equipment in used in facility custodial maintenance work.

Practices of carpentry, masonry, plumbing, or heating and air conditioning.

Skill in:

Use of various types of hand and power tools.

Repair and maintenance of a wide variety of trade disciplines.

Mental and Physical Abilities to:

Determine appropriate staffing, equipment, materials, and time requirements for routine and minor buildings maintenance projects.

Prepare and maintain records and reports.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Lay out, assign, and supervise the work of skilled tradesman and helpers.

Work from oral and written instructions, specification, and blueprints.

Establish and maintain effective working relationships within the workplace.

Deal courteously and diplomatically with the general public.

Communicate effectively, both orally and in writing.

Read, analyze, and interpret technical procedures and government regulations.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office or outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, and irritating chemicals.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.