



BUILDING MAINTENANCE SUPERVISOR

DEFINITION

Under direction of the Public Works Director, administers a comprehensive Building Maintenance Program for the City of Freeport; provides technical assistance to City staff in areas of responsibility; performs related work as required.

EXAMPLES OF DUTIES

Plans, organizes, assigns, directs, supervises and evaluates building maintenance staff and activities in major public works areas;

Building Maintenance – Includes city property, buildings and related structures.

- Run daily maintenance operations of the property and buildings under supervision of the Public Works Director.
- Inspect property and buildings for life/safety issues and take immediate corrective action.
- Identify building maintenance needs, prioritize work and take corrective actions.
- Be a self-starter and work independently
- Perform a full range of skilled building maintenance for extended periods of time.
- Repair and maintain a variety of mechanical equipment.
- Lift up to 50 pounds above the waist and carry heavy objects.
- Use of computer and appropriate computer software.
- Operate with a high level of organization.
- Maintain a clean work area.
- Works closely with other members of the Public Works Management team to provide a coordinated and supportive approach to service delivery.
- Directs the work of building maintenance personnel.
- Responsible for emergency call out

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and materials for municipal maintenance projects and activities; principles, practices and techniques related to building maintenance, and facilities; supervisory principles and methods, including goal setting, budget preparation and administration and employee supervision; safety practices pertaining to the work; applicable state and federal laws and regulations; and work planning, organization and scheduling techniques.

Ability to:

- Plan, organize, assign, direct, review and evaluate comprehensive municipal maintenance activities
- Select, train, motivate and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.
- Analyze problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City effectively in meetings with others.
- Maintain accurate records and prepare clear and concise reports and correspondence.
- Perform preventative maintenance on buildings included but not limited to: skilled carpentry, electrical, painting, plastering, dry walling, plumbing, heating, HVAC and mechanical repair work, door hardware, exit and emergency lighting.
- Repair electrical switches, outlets, lighting systems and fixtures.
- Perform advanced level plumbing work including sinks, toilets, faucets, water heaters and pipes, ice machines; clear obstructions from water and sewer lines.
- Perform adequate level of carpentry work including the repair of stairs, decking, handrails and trim, walls, siding, doors and other carpentry work.
- Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, generators, pressure washers, landscape equipment, bucket truck required for maintenance skills.
- Actively participate in the positive development of other facilities maintenance team members and the development of technical knowledge of the team.
- Subject to on call rotation.
- Provide a high level of customer service at all times.
- Consistently provide quality service.

OTHER REQUIREMENTS

Must possess a valid Texas Driver's License and have a satisfactory driving record.

Maintain appropriate licenses for area of responsibility.

EDUCATION AND EXPERIENCE

A typical way of gaining the knowledge and abilities outlined above is:

Education:

Bachelor's degree from an accredited college or university with major course work in Business management, construction management or closely related field or five years of progressively responsible experience in the maintenance of buildings/ facilities, at least three years of which must have been at a supervisory level.

