



## **FACILITIES SUPERVISOR**

### **NATURE OF WORK**

Perform supervisory and technical work involving the maintenance and repair of City buildings and grounds. The employee is responsible for scheduling, supervising and performing routine maintenance for City buildings and grounds, including providing assistance to other Public Works operations, supervising and procuring contractual maintenance, repairs and maintenance of cemetery grounds, managing and keeping accurate records of burials and sale of grave sites. This is a working supervisory position reporting to the Public Works Director.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Schedule work to be done and provide periodic reports.
2. Assign jobs, instruct how work is to be done, and follow through on performance.
3. Investigate complaints and provide recommendations.
4. Perform a wide variety of maintenance and repairs on City buildings, grounds and equipment.
5. Inspect equipment and facilities, analyze trouble and plan sequence of repair operations.
6. Requisition inventory and distribute parts and supplies necessary for repairs, operations and maintenance.
7. Operate a variety of machines and equipment used in repair and maintenance and instruct workers on proper use.
8. Supervise and participate in the maintenance and development of cemetery grounds, including watering, mowing, raking, trimming trees, planting grass, shrubs and flowers.
9. Oversee and participate in a wide variety of custodial duties.

10. Open and secure buildings and manage electronic access system.
11. Oversee and participate in snow and ice removal work.
12. Oversee and participate in routine carpentry work, painting and plumbing, electrical and mechanical repairs.
13. Coordinate the sale of grave sites and manage burials.
14. Supervise Division staff.
15. Serve on-call duty as required by Departmental Operations.
16. Perform other duties as assigned.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,  
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Basic use of computers and relevant programs.
- Reasonable knowledge of the materials, methods and equipment essential to the care and maintenance of facilities and grounds.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective working relationships with other employees and with the public.
- Ability to keep and make accurate and clear reports.
- Ability to carry out assignments according to instructions and established schedules and practices.
- Ability to work independently without direct supervision.
- Ability to perform maintenance and repairs.
- Mechanical aptitude.
- Good physical condition to perform all duties.
- Ability to operate power-driven equipment safely and effectively.
- Ability to see and hear well to complete all duties.
- Ability to effectively work with stress.
- Ability to maintain building equipment, improvement and maintenance records.

- High school diploma or equivalent. Some college training preferred.
- Three years of experience in custodial work, mechanical, heating, cooling and ventilating systems, including their maintenance and repair and the operation of various equipment and tools.
- Supervision of employees and scheduling is preferred.
- Valid Commercial Drivers License Class A.

Approval:

 8-24-2016  
Anthony Chandler Date  
Personnel Director

 8/30/16  
Mark C. Meyers Date  
City Administrator

  
Gary Nelund Date  
Mayor