

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE:	Facilities Maintenance Supervisor	DEPARTMENT: Public Works
REPORTS TO:	Public Works Director	EXEMPT: No
HIRING RANGE: \$31.7678 - \$36.5330 / HR		

SUMMARY

Manages and coordinates the maintenance, repair, cleaning and care of assigned buildings and facilities, for performing a variety of semi-skilled to skilled maintenance tasks for City facilities, for regularly inspecting the condition of City buildings and facilities; for responding to calls for maintenance and repair services 24/7. Duties are typically performed during very early morning hours to limit disruption to city operations. This is a working foreman position and includes performing the following duties personally or through subordinate personnel. Oversight and direction provided by Public Works Director.

SUPERVISORY RESPONSIBILITIES

Directly supervises two or more facilities maintenance worker positions. Responsible for assigning, work schedules, and training. Responsible for interviewing, hiring, and determining employee disciplinary actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweep, mop, and vacuum floors.
- Steam clean carpets and chairs.
- Lightly dust and polish furniture, woodwork, fixtures, and equipment.
- Wash walls and windows.
- Clean countertops.
- Empty and clean waste receptacles.
- Clean restrooms and maintain supplies in restrooms.
- Move and arrange furniture and equipment, set up rooms for special meetings or events.
- Replace lights and adjust shades and blinds.
- Clean air vents and replace air filters as required.
- Open and close City buildings, lock and unlock doors.
- Maintain custodial supplies and equipment.
- Stock inventory of maintenance materials and supplies.
- Cleaning of jail cell, building entranceways, and shovel snow at building entrances and building stairways.
- Inspect facilities and advise Public Works Director of findings.
- Repair walls, flooring, fencing, furniture, signs, windows, gates, and ceilings.

- Prepare surfaces and paint interior and exterior of buildings.
- Schedules and performs general preventive maintenance duties as required, related duties as assigned.
- Miscellaneous carpentry, framing, dry walling, door hanging, shelf construction and installation, and trim work.
- Miscellaneous electrical and plumbing, and HVAC
- Contracts and manages the repair and maintenance of all electrical, hvac and plumbing in all City facilities
- Design, construction and installation of custom furniture
- Provides insect and rodent control
- Other duties as assigned
- Errands involving picking up materials and supplies for remodel projects.
- Assists other City departments with the acquisition and disposal of City property such as office furniture and fixtures
- Serves on call as required
- Getting bids, contracting and managing the contractor.
- Maintains division budget.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

Knowledge of:

- Materials, methods, equipment and tools used in custodial work.
- Materials, methods, equipment and tools used in general building maintenance and construction, cabinet and furniture making.
- Safe and efficient work practices that comply with local, state and federal regulations.
- Purchasing procedures, forms, and techniques.
- Materials, methods, equipment and tools used in the painting trade.
- Operation of a variety of maintenance and construction equipment, and hand and power tools.
- Methods and procedures of estimating cost of maintenance and construction work.
- Basic personal computer use including word processing, spreadsheets and email operations.

Ability to:

- Clean and care for assigned areas and equipment.
- Work very early morning hours, weekends and occasional Holidays
- Maintain accurate and up to date records.
- Read and interpret plans, diagrams, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.

- Understand and carry out oral and written instructions.
- Identify areas needing improvements.
- Inspect work for compliance with specifications, requests, and safe and lawful practices.
- Use a variety of custodial equipment and materials.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Adhere to cleaning and maintenance schedules.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Observe and report needs for maintenance and supplies.
- Work independently in the absence of supervision.
- Move and/or lift furniture, equipment and supplies.
- Safely operate a City vehicle and equipment
- Use a personal computer for word processing, spreadsheets, and email operations

EQUIPMENT USED

Mop, broom, vacuum, buffer, shovel, hammer drill, power drill, drill press, band saw, hand saw, jig saw, power saw, table saw, planer, jointer, miter saw, air nail gun, screw gun, power sander, dry wall sander, paint sprayer, grinder, pressure washer, cement mixer, hammer, screw driver, and various lifts, dollies and ladders.

EDUCATION and/or EXPERIENCE

High School Diploma or GED. Four years' experience in construction and maintenance work performing duties of a comparable nature. Two years of supervisory experience.

LICENSES OR CERTIFICATES

Valid Colorado Driver's License with a safe driving record.

LANGUAGE SKILLS

Ability to respond to common inquiries or complaints from city employees and officials, the general public and outside agencies. Ability to effectively present, both in verbal and written form, information to the Public Works Director, city employees, the public, and outside agencies.

REASONING ABILITY

Ability to direct subordinates, defines problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must lift and/or move up to 75 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.