



Town of Oro Valley Classification Description

Title: **FACILITY MAINTENANCE SUPERVISOR**

Job Code: 3221

FLSA Status: Exempt

Department: Public Works

Salary Grade: 112

POSITION SUMMARY:

Under the direction of the Fleet and Facility Manager this position will supervise division employees and the maintenance and repair of all Town facility equipment. Assists in implementing and updating the Town's 10-year Facility Maintenance plans. Oversees daily activities and ensures regular preventative maintenance programs are completed.

ESSENTIAL JOB FUNCTIONS:

- A. Plans, prioritizes, schedules, and verifies completion of maintenance activities through the management and assignment of tasks within the operations management system.
- B. Performs periodic inspections of the town facilities to ensure that safety conditions are maintained at all times.
- C. Directly supervises or oversees the supervision of all maintenance and building service employees including, but not limited to: personnel issues, evaluations, assignments, retention, and training.
- D. Determines types and quantities of materials required to perform and complete job assignments and arranges delivery to job sites.
- E. Implements maintenance plans for the Town's buildings and facilities to maintain and improve their appearance.
- F. Implements and helps develop preventative maintenance plans for the Town.
- G. Manages all facility service requests and assigns personnel to job tasks, instructs personnel in methods, procedures and equipment operation and participates in work activities to maintain work schedules and standards.
- H. Implements and enforces safety procedures and practices when working with heavy equipment, tools and materials.
- I. Maintains records of work activities, injuries and accidents.
- J. Operates and checks equipment for proper servicing and reports defects to supervisor.
- K. May provide oversight to small facility projects by acting as site superintendent and attending project meetings.
- L. Performs job field inspections, reviews prospective bids, assists with pre-construction design and build services and reviews contract documents to ensure proposed plans reflect existing conditions.
- M. Completes special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing operations and maintenance of facilities management.

- Skill in reading, analyzing and interpreting building and construction plans and specifications.
- Ability to evaluate and make repair estimates for structures, equipment, and contemporary materials.
- Knowledge of record keeping practices.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments and the general public.
- Skill in computer operation, data entry, and use of modern office equipment.
- Ability to plan, organize, coordinate, and direct the development and implementation of building, custodial and fleet maintenance activities.
- Ability to communicate effectively and prepare accurate documentation.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent and five (5) years of current experience in the maintenance and repair of municipal facilities;
 - Two (2) years supervisory experience;
- OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain a valid driver's license.

PREFERRED QUALIFICATIONS:

- Cartegraph asset management software knowledge.
- Project management experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.

SPECIAL REQUIREMENTS:

- May oversee an Arizona Department of Corrections (ADC) crew.