

CITY OF GLENDALE

TITLE: Facilities Management Superintendent CLASS CODE: 923

REPORTS TO: Field Operations Director GRADE: 32

DEPARTMENT: Field Operations FLSA: E

JOB SPECIFICATION DATE: May 31, 1995

JOB SUMMARY:

Plans, organizes and manages staff and activities of the City's facilities construction, building maintenance and custodial services programs for all city facilities.

ESSENTIAL FUNCTIONS:

1. Schedules, plans, organizes, and manages work units responsible for the construction, remodeling, maintenance, repairs and custodial care of all City-owned facilities.
2. Develops and administers the Facilities Management Division's budget.
3. Reviews work requests, Establishes priorities, and monitors work assigned to building maintenance and custodial staff.
4. Directs and oversees preventative maintenance to be performed on all city facilities, such as buildings and parks.
5. Responsible for the division's customer service relationship with other City departments and the public.
6. Manages contracts for maintenance services provided by outside vendors.
7. Provides instruction to staff in proper work procedures, safety practices, departmental policies and procedures.
8. Develops estimates and makes recommendations on materials, supplies, equipment and personnel needs.
9. Reads and interprets blueprints and building plans for projects to be performed.
10. Develops concepts, prepares designs, draws plans, produces specifications and bid documents, recommends the award of contracts, and administers contracts for projects.
11. Participates in the development of the city's capital improvement budget for city facilities.
12. Develops policies and procedures building maintenance and custodial services.
13. Receives and resolves complaints and problems concerning personnel supervised or work performed.

SECONDARY FUNCTIONS:

14. Meets with vendors and sales representatives.
15. Attends and participates in various meetings and committees.
16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles, methods, tools, materials and practices used in the construction trades and custodial services.
Supervisory Policies, procedures, and techniques.
Engineering and architectural principles of building systems.
Pertinent laws, codes and regulations relating to building Construction.

Ability to:

Plan, organize, assign and coordinate the work of building maintenance and custodial crews.
Estimate equipment, personnel and material needs on a project and yearly basis.
Read and interpret blueprints.
Establish and maintain effective working relationships with subordinates, superiors and other City personnel.
Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in mechanical or civil engineering, architecture, Public administration or a related field and five years experience in building systems maintenance and construction of facilities including three years of supervisory experience.
Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS:

A valid Arizona driver's license.