



City of Tempe

FACILITY MAINTENANCE SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	319	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Facility Maintenance Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Facility Maintenance Manager or from other management staff.
Exercises direct supervision over assigned facilities maintenance personnel.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of experience in journey level facility maintenance duties. One (1) year of supervisory or lead experience is preferred.
<i>Education:</i>	High school diploma, GED or equivalency. Associate degree is preferred.
<i>License / Certification:</i>	Possession of a valid driver’s license.
<i>Additional:</i>	Must pass police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To plan, assign, supervise and coordinate the maintenance of the City’s facilities. To perform a variety of technical and administrative duties relative to the areas of responsibility.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
<ul style="list-style-type: none"> Recommend and assist in the implementation of goals and objectives, establish schedules and methods for facility maintenance services, and implement policies and procedures.

- Develop, administer and monitor preventative maintenance programs.
- Train, motivate, coach, assign and oversee the work of staff; schedule and prioritize work assignments; and monitor status of work in progress.
- Negotiate resolutions of challenges with contractual agreements, both internal and external to the organization.
- Inspect the work of maintenance contractors, prepare inspection reports, maintain records of all areas maintained under contract, and ensure proper compliance with contract conditions.
- Establish and maintain cohesive and effective working relationships with facilities patrons and contracted users of facilities as well as the general public.
- Plan, prioritize, assign, supervise and conduct daily field inspections of maintenance activities including HVAC repair, carpentry, masonry, electrical, plumbing, painting, plastering, energy management, generators, fire alarm systems, security systems, locks, remodeling and rebuilding of existing facilities or in the construction of new facilities.
- Review work of crews to ensure proper safety procedures and standards are followed, including ADOSH and OSHGA standards.
- Evaluate operations and activities of assigned responsibilities, recommend improvements and modifications, and prepare various reports of operations and activities.
- Coordinate projects and work activities with other divisions, departments, and contractors;
- Confer with assigned staff, assist with complex situations and provide technical expertise.
- Communicate both verbally and in writing regarding current facilities activities and facilitate and direct daily staff meetings regarding job assignments.
- Prepare clear and concise records, reports and other written materials.
- Participate in preparation of the operating and CIP's budgets, provide justifications for budget items, and monitor, review, approve and control expenditures.
- Participate in the selection of staff; conduct and/or or coordinate staff training; work with employees to correct deficiencies; and implement and administer discipline procedures.
- Perform full range of facilities maintenance duties as required including electrical, plumbing, carpentry, locksmithing and HVAC maintenance.
- Operate the full range of equipment and tools related to assigned activities.
- Schedule and supervise the testing and preventative maintenance of a variety of electrical equipment.
- Determine equipment and supply needs; evaluate and monitor equipment performance; and make routine emergency purchases as required.
- Assess security programs, operations, processes, equipment and systems.
- Troubleshoot, maintain, and repair the City's facilities access systems.
- Prepare sketches and/or blueprints for maintenance staff to follow in performing repairs or alterations.
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans; and prepare specifications for maintenance contracts on new facilities.
- Administer, enter, prioritize, assign, update and evaluate service work order requests in the Computerized Maintenance Management System (CMMS).
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised December 2007 (Supervision Received)</i> <i>Revised September 2016 (update purpose statement, essential functions, job duties, and min quals)</i> <i>December 2016 (added physical/mental activities)</i> <i>October 2021 (update MQ's and job duties)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Facility Maintenance Supervisor

Job Code: 319

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Computer Software				X
Fumes		X		
Chemicals	X			

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water	X			
Extreme Heat		X		
Extreme Cold		X		
Office Setting			X	
Confined Spaces	X			
Excessive Noise**	X			
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements	X	

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**