

FACILITIES MANAGEMENT SUPERVISOR

MAJOR FUNCTION

This position involves performing and supervising subordinate technicians in highly skilled repairs, maintenance, remodeling, and additions to County buildings.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- This position involves performing and supervising subordinate technicians in highly skilled repairs, maintenance, remodeling, and additions to County buildings. Must be knowledgeable of building, life safety and ADA Codes. Must have the ability to supervise all trades and give technical direction as needed.
- Supervises skilled technicians in the installation, maintenance, trouble shooting, and repair of electrical systems, carpentry, plumbing, masonry, roofing, air conditioning and refrigeration and painting projects. Other construction projects may include laying underground pipes, carpet installation, and concrete finishing work.
- Serves as project manager for all types of building construction and remodeling. Estimates work and materials, assigns appropriate technicians, attends pre-bid construction conferences, and obtains the appropriate permits, if necessary.
- Contacts vendors for supplies needed for each project.
- Oversees outside contractors when needed.
- Supervises all areas of building maintenance functions, such as, but not limited to, safety inspections, observance of safety regulations, and oversight of the Right to Know laws and Material Data Safety Sheets.
- Develops and writes plans and specifications for the purposes of bidding materials, equipment, and projects.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to County policies.
- Prepares reports and maintains records regarding the cost for projects.
- Must be able to respond to emergency and after-hours calls on nights and weekends.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school graduate or equivalent; ten years experience in employee's field, with a minimum of two years experience in a building maintenance supervisory position; or an equivalent combination of training and experience.

Licenses

Possession of a valid Florida Drivers License. Master certification in the primary trade discipline.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Strong organizational and oral and written communication skills.
- Thorough and highly skilled knowledge of installation and repair of electrical, air conditioning, plumbing, sewer systems, painting and carpentry, cabinet making, masonry, and roofing.
- Ability to operate all new tools, materials and systems dealt with on the job.
- Ability to read and interpret blueprints.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: electric tools, meters, hand tools, table saws, solder equipment, measuring devices, air guns and staplers, jack hammers, for lift, vehicles, grinders, ladders, routers, torch, plumbing equipment, painting equipment, computer, calculator, telephone, and two-way radio.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift more than one hundred pounds; and will regularly be required to sit, and frequently to talk or hear. There are no special vision requirements.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high precarious places, fumes or airborne particles, and toxic or caustic chemicals, and regularly work in outdoor weather conditions. The noise level for this environment is moderate.

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Pay Grade: 19	Status: E
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