

## Job Description

**Job Title: Maintenance Superintendent**      **Prepared By: Superintendent**  
**Classification: Full-time**                      **Prepared Date: May 19, 2015**  
**Department: Maintenance**                      **Approved By: Human Resources**  
**Reports To: Commissioners**                      **Approved Date: 2/3/2016**  
**Location: 525 E. Grand Ave.**                      **FLSA Status: Non-Exempt**

**Job Summary:** To perform administrative, supervisory, and manual tasks to assure proper operation and maintenance of grounds, facility, electrical, mechanical, and a wide variety of equipment in accordance with local, state, and national building codes; coordinate custodial/maintenance services and activities; answer emergency calls as required, and be available to help repair breakdowns in the facilities.

**Essential Duties and Responsibilities:** SUPERVISION RECEIVED AND EXERCISED

Exercise direct supervision over assigned maintenance technicians and/or custodial staff. Receive general direction from assigned board of commissioners, department heads and elected officials. Important and essential duties may include, but are not limited to, the following:

1. Perform or supervise work necessary to maintain mechanical, electrical, plumbing, HVAC, and special systems including repair of interior fixtures, furnishings, and equipment.
2. Coordinate inspection of, monitor, and repair mechanical, electrical, plumbing, HVAC, and special systems to determine cost effective repair or replacement.
3. Plan, coordinate, and evaluate preventive maintenance schedules for all facilities, maintenance equipment, and maintenance vehicles.
4. Perform or coordinate grounds and exterior building maintenance to include lawn care, sprinkler system, parking lot, and exterior fixtures and finishes.
5. Develop and manage facility maintenance and/or custodial schedules, activities, and services.

6. Manage and participate in the development and implementation of goals and objectives for facility integrity.
7. Perform facility repair and/or construction work as required.
8. Develop facility maintenance policies and procedures to insure uniform, safe, and industry accepted standards for maintenance performance.
9. Complete necessary administrative reports and records to ensure job requests, repairs, and maintenance work is adequately received, recorded, prioritized, and completed in a timely manner.
10. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; assign tasks, projects, and monitor assigned personnel.
11. Plan, direct, coordinate, and review the work plan for assigned facility including work performed by independent contractors, volunteer organizations, and subcontractors; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
12. Develop and administer annual capital, salaries, and maintenance operations and custodial budgets; requisition supplies, equipment, and material; maintain inventory control and review system.
13. Participate in space needs and assessment evaluation.
14. Develop, prepare, and recommend plans, specifications, and cost estimates for building maintenance, repair alteration, and construction activities.
15. Participate in the coordination of emergency operations, building security and procedures.
16. Develop, recommend, and implement procedures to assure that Federal, State, and local building safety regulations are adhered to in the use and operation of assigned facilities; maintain MSDS sheets and other information; coordinate with OSHA on formal inspections of the facility.

17. Maintain building security, fire protection/alarm systems, and other specialized equipment in accordance to safety standards.
18. Maintain flagpole and raise/lower State of Wyoming and U.S. flags pursuant to Wyoming Governors proclamations.
19. Adhere to safe work practices and procedures.
20. Coordinate and install specialty equipment.
21. Attend and participate in facility and maintenance staff meetings and related activities; attend and participate in workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES Perform related duties and responsibilities as required.

**Qualifications/ Requirements: JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

Operational characteristics, services, and activities of a comprehensive building maintenance program.

Principles of facility management. Practices, methods, equipment, tools, and materials used in building construction, alteration, repair, maintenance, and operation.

Theory and operation of control systems, mechanical equipment, power equipment, energy management equipment, electrical systems and equipment, diagnostic equipment, surveillance systems, security systems, fire alarm/panel and boiler systems.

Occupational hazards and standard safety practices necessary in the area of building maintenance.

Principles of contract administration.

Principles of grants administration.

Principles and procedures of record keeping and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving, equipment and tool use principles and practices.

Characteristics and use of commercial custodial compounds.

Modern office practices, methods, and equipment.

Principles and practices of working safely.

**Skill to:**

Operate manual and power equipment and tools.

Operate equipment diagnostic instruments and tools.

Operate modern office equipment.

Operate a motor vehicle safely.

**Ability to:**

Manage, direct and coordinate the work of assigned maintenance and/or custodial staff.

Perform the full range of building maintenance duties.

Troubleshoot electrical, HVAC, mechanical, and plumbing problems.

Select, supervise, train, and evaluate staff and/or contractors.

Provide administrative and professional leadership and direction for department personnel.

Recommend and implement goals, objectives, and practices for providing effective and efficient building maintenance and/or custodial services and activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new methods, procedures, and techniques.

Prepare, develop, and recommend plans, specifications, and cost estimates.

Prepare and administer contracts.

Prepare and administer budgets.

Read and understand building mechanical, electrical, and plumbing systems blueprints and diagrams, security and surveillance systems, and hardware.

Read and understand special systems technical programming manuals and HVAC software.

Estimate and order materials and supplies.

Prepare clear and concise reports.

Work in extreme environmental conditions.

Interpret and apply Federal, State and local policies, procedures, laws and regulations as they pertain to building maintenance.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**WORKING CONDITIONS:** Essential duties require the following:

**Working Environment:** Considerable exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites; availability for after hour emergency calls.

**Physical Activities:** Essential functions require maintaining physical condition necessary for considerable physical activity such as sitting, standing, walking, kneeling, crouching, stooping, squatting, crawling, twisting, climbing, and lifting an average of 60 lbs. Travel to different sites as assigned.

**Education/ Training/ Experience:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five to six years of responsible building maintenance experience involving the repair, alteration, maintenance, construction, and operation of facilities including supervisory experience.

Education/Training: High School Diploma or equivalent to two years of college or trade apprenticeship plus verifiable experience equal to journeyman status in an accredited building trade or mechanical maintenance training program with specialized course work or experience in construction, electrical, plumbing, planning, building systems, building maintenance, or related fields.

**LICENSES, CERTIFICATES OR REGISTRATIONS:**

Must be current or obtained within a specified time frame as defined upon employment. Valid driver's license. OSHA 30.