

## FACILITIES MAINTENANCE SUPERVISOR

### **PURPOSE AND NATURE OF WORK**

Position is responsible for overseeing skilled maintenance, janitorial work, contracted re-roofing and non-capital renovations of a large number of buildings owned by the City / Parish Government, as well as providing administrative, fiscal and support assistance to the Manager of the Facilities Maintenance Division of the Department of Public Works. Incumbent works with substantial independence under the direction of the Facilities Manager and has supervisory responsibilities for a staff of janitorial workers' building superintendent or skilled technicians as required.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives and evaluates complaints from building users, decides appropriate action, assesses needs, assembles resources and oversees response. Estimates costs of repairs and renovations, prepares or provides specifications, assists in assembling bid packages, assists in evaluating bids, and inspects work in progress. Authorizes expenditures from Division budget, projects costs of maintenance activities, and assists in preparation of the budget, justifies expenditures. Initiates and conducts inspection of City / Parish facilities other than those managed by the Lafayette Utility System. Supervises and participates in inspection of facilities to monitor conditions, identify maintenance needs, and recommend maintenance strategies. Oversees and participates in programs of regulatory compliance of buildings, such as elevator and escalator systems. Anticipates maintenance and renovation needs, schedules and oversees work so that emergency calls are reduced significantly. Prepares contracts or work orders as needed. Meets with contractors, consultants and suppliers, review status of each project. Maintains records on progress and stage of completion for each project. Monitors construction methods for design adherence, handles payment reviews/recommendations, approves contract and administrative change orders, and accepts project upon completion.

Interviews prospective employees, recommends appointment, evaluates performance of employees, and recommends discipline / discharge where appropriate. Approves Division's purchase orders, requisitions, contract payments, leave requests and time sheets.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of locations, layout, characteristics, and maintenance needs of all City/Parish Buildings.

Thorough knowledge of structural, roofing, plumbing, electric, heating, ventilation and air conditioning methods and materials used in large commercial buildings.

Thorough knowledge of regulations and codes applicable to public use buildings.

Knowledge of applicable policies and procedures of budgeting, purchasing, contracting and related.

Knowledge of construction techniques and practices.

Knowledge of personnel rules and regulations as appropriate to supervision of Division's employees.

Ability to establish and maintain effective working relations with employees, elected officials and the public.

Ability to communicate clearly and effectively verbally, in writing, by telephone, or in person to both individuals and small groups.

Ability to work independently to accomplish tasks.

Ability to supervise, organize, schedule, and train subordinates.

Ability and willingness to practice and enforce applicable safety rules and regulations.

Ability to inspect, investigate, and recommend courses of action related to the position.

Ability to facilitate and coordinate the work of several technicians, contractors, and others involved in the design and/or construction of projects.

Ability to produce, read, analyze, and comprehend job-related specifications, plans, and/or drawings.

Basic knowledge of and ability to use computer systems and software appropriate to the nature and level of work.

### **DESIRABLE TRAINING AND EXPERIENCE**

Baccalaureate degree in Architecture, Mechanical Engineering, Industrial Technology or related field with substantial experience in building construction and maintenance, especially managing public facilities maintenance of large commercial buildings.