

**MAJOR FUNCTION**

This is supervisory and technical work overseeing and coordinating all night-time building maintenance activities in City Hall. Work involves supervising custodial workers and coordinating and monitoring the work of contractors. Work also involves monitoring building air conditioning/heating equipment and monitoring building security activities. Work is performed with considerable independence under the administrative direction of the Supervisor-Building Maintenance. Work is reviewed through observation, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Monitors the work of contractors whose services have been engaged to perform repairs or installations. Monitors and coordinates security program after hours. Responds to complaints about air and temperature of City Hall. Responds to all building emergencies after hours. Monitors heating/air conditioning equipment to insure that the equipment is operating properly. Makes routine repairs or adjustments or gets contractors to make emergency repairs. Serves in the absence of the Supervisor-Building Maintenance. Supervises custodial workers. Recommends the hire, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations and recommends employees for approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Monitors room set ups for after-hour meetings. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of routine maintenance and functioning of air conditioning and heating equipment of large or commercial buildings. Considerable knowledge of building, mechanical, chemical, and electrical hazards to ensure personal and employee health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of material, supplies equipment, and practices used in the cleaning of buildings. Considerable knowledge of the operation and care of equipment, tools and supplies related to cleaning buildings. Ability to read and interpret gauges of mechanical room equipment such as chemical feed, chillers, and compressors. Ability to recognize and define building safety, fire and living hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to supervise subordinates in a manner conducive to full performance and high morale.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and two years of work experience that includes building maintenance, repair, and custodial services.

**Necessary Special Requirements**

(At the department director's discretion the noted license may not be required). Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-15-92  
Revised: 04-21-04\*  
01-13-09  
07-23-11\*