

**MAJOR FUNCTION**

This is technical work overseeing and coordinating all building and grounds maintenance and custodial activities at a City facility. Work involves monitoring and maintenance of the facility's operating, technical and security components and systems and ensuring the comfort and convenience of persons working in or visiting the facility. Work is performed with considerable independence under the administrative direction of a higher level employee. Work is reviewed through observation, conferences, reports, and by results obtained.

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

Manages the daily operation, maintenance, preservation, enhancement and security of the Municipal Services Complex and the related operating systems and equipment, including the HVAC, plumbing, electrical, fire and security systems. Responds to and resolves complaints about air conditioning, heaters, lighting, mechanical, technical, plumbing and roofing problems. Makes routine repairs or adjustments to equipment. Arranges for contracted service providers to handle more serious or major problems and monitors their work for compliance to specified standards. Monitors the facility's security system, its printouts, databases and access levels during normal operating hours and responds to building emergencies after hours. Supervises and directs employees assigned to building repair grounds keeping and custodial services while work is in progress to ensure compliance to standards. Coordinates major repairs, alterations, and minor new constructions of buildings and facilities. Provides technical trade services such as carpentry and painting as needed to preserve or enhance the facility and grounds. Monitors contract maintenance work by vendors. Maintains inventory for division. Participates in the employee selection process and provides input for performance evaluations and the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Schedules multi-purpose room. Serves as a member of the Safety Committee. Performs special projects as assigned. 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 occupant health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of the operation and care of equipment, tools and supplies related to cleaning buildings. Ability to perform routine maintenance of mechanical operating systems. Ability to read and interpret blueprints. 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 oversee and direct the work of others in a manner conducive to full performance and high morale. Skill in the use of computers and some associated programs and applications.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and four years of technical work experience that includes the maintenance and repair of non-residential buildings and their associated mechanical and operating systems and equipment or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a class "D" State driver license at the time of appointment.

Established: 05-28-02

Revised: 04-16-04\*