

Job: Facility Maintenance Superintendent

Department: Building Maintenance

Hours: Day Hours - occasional overtime will be required

Rate: \$20.51 Grade 20

Summary:

This position provides leadership and supervision to the Facility Maintenance departments which include Building Maintenance, Property Maintenance, and Litter Control. Employee uses independent judgement in planning, organizing, prioritizing and assigning daily work as well as managing projects. Employee works under the supervision of the Public Works Director.

Primary Responsibilities:

- Supervises daily operations of assigned employees
- Plans, schedules, and reviews work
- Oversees all phases of maintenance to city-owned buildings
- Develops and reviews plans for construction, remodeling, and/or demolition of city-owned buildings
- Assists City Engineer with review of plans for commercial developments and subdivisions within the city limits
- Assists all city departments in investigating building issues and schedules contracted maintenance services when necessary
- Ensures city-owned properties and public rights of way are properly maintained to include landscaping, bush hogging, litter pick-up etc.
- Develops and implements preventative maintenance programs and evaluates methods, schedules, and routes periodically for maximum efficiency
- Manages the city's mosquito spraying program
- Manages external and internal complaints and ensure issues are resolved in a timely manner
- Uses Cityworks work order system to monitor and assign work on a daily basis
- Oversees employee time accruals, payroll, and approves leave requests
- Counsels employees when necessary and recommends disciplinary actions to the Director
- Conducts periodic training, staff, and safety meetings for assigned employees
- Tracks department budgets periodically and assists in annual budget preparation
- Performs all others duties as necessary.

Job Requirements:

Must be a graduate of an accredited high school or GED. Must have a driver's license and good driving record to be insurable. Five (5) years of work experience in facility maintenance; two (2) years of supervisory experience; or any combination of education, training, and experience that meets the requirements of this job. Any certifications relative to facility maintenance preferred. Must have knowledge of a wide variety of principles and techniques related to facility maintenance to apply concepts and procedures to situations, and sufficient comprehension to

detect and correct complex problems. Knowledge of horticulture preferred. Must be able to read and interpret plans including blueprints and construction drawings. Basic computer skills required, including knowledge of Microsoft Office, and be willing to learn and implement relative software. Experience in AutoCAD software preferred. Knowledge of building codes, as well as some knowledge of electrical and plumbing preferred. Must be able to multi-task, organize and prioritize responsibilities and use independent judgement. Ability to work well with all city departments, general public, and contractors. Willing to work non-standard hours and overtime as required. Willing to attend trainings and obtain relevant certifications as necessary. Must be physically able to perform the essential functions of the position (walking, climbing, stooping, and bending). Ability to lift and move objects of at least 25 lbs.

Posting Dates: 11/29/17 – 12/10/17

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements. External applicants can come to City Hall to fill out an application.

City of Alexander City is an Equal Opportunity Employer