

BUILDING MAINTENANCE **SUPERVISOR**



DEPARTMENT:	Park Recreation
REPORTS TO:	Community Services Director
DIRECTLY SUPERVISES:	Building Maintenance I and II; Temporary Maintenance and Court Service Workers
BARGAINING UNIT:	COWPEA
DATE APPROVED:	June 2007

SUMMARY:

This work involves the responsibility to over see the overall maintenance of City Hall, Winona Public Library, and the Senior Center. The overall maintenance includes but is not limited to general cleanliness as well as general and preventative maintenance as regards to HVAC and electrical systems. The work also includes the supervision and delegation of daily duties to full-time and part-time employees, as well as job service and court service workers. This position is responsible for all projects relating to building maintenance including the oversight of budget items relating to City Hall, Winona Public Library and Senior Center. This position is the controller of all Auto Logic for City Hall and the Winona Public Library.

ESSENTIAL FUNCTIONS OF THE JOB:

Auto Logic Controller

- Manages computer software program that maintains the Auto Logic System
- Oversees the precise environmental controls and comfort
- Manages full control of all HVAC and boilers for all buildings
- Monitors all rooftop units
- Monitors zone temperature controls for all buildings which included flow sensors, actuators, VAV boxes, fans, coil units, heat pumps and unit ventilators

Building Supervisor

- Supervise Building Maintenance employees
- Develop and implement work schedules
- Assign employees to various daily general cleaning routines and schedule and assign personnel for preventative maintenance and larger project activities

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- Responsible for securing all necessary building maintenance supplies and materials as needed
- Provide technical assistance to other divisions and facilities regarding use of appropriate product and chemicals, equipment applications and safety standards regarding the use of
- Work with persons responsible for programming in various facilities to coordinate cleaning routines and scheduling of projects to be completed
- Prepare the annual report for Building Maintenance Department
- Assists in the preparation of maintenance budgets for City Hall, Winona Public Library, and Senior Center
- Performs other related duties as assigned

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Building Maintenance I and II positions, temporary and court service workers for the City of Winona. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding work and evaluate performance. May effectively recommend hiring; transfers; assigning, directing and rewarding work; discipline for just cause (both oral and written); and evaluates performance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School graduate or hold GED
- Vocational School training with complete coursework in carpentry, mechanical or related field is required
- Five years experience in building maintenance
- Ability to develop and coordinate projects with all types of contracts
- Possess a valid Boiler's License
- Possess a valid Driver's License

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LANGUAGE SKILLS:

- Ability to prepare reports
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public
- Ability to read and interpret documents and procedural manuals
- Ability to give verbal presentations on equipment and safety standards to others
- Ability to plan, organize and supervise others in the responsibilities of their job
- Ability to give verbal and written instructions
- Ability to understand and carry out oral and written instructions

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals

OTHER SKILLS AND ABILITIES:

- Considerable knowledge of computer operations
- Ability to review and interpret building plans
- Proven ability to develop and coordinate projects with electrical, plumbing, HVAC and general construction contractors
- General knowledge of most tools, materials, methods and equipment used in building maintenance
- Knowledge in principles of floor care to prolong and enhance the condition of same
- Considerable knowledge of alarm systems and safety emergency procedures

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid boiler's license
- Possess a valid driver's license
- Complete Auto Logic Training

MINIMUM QUALIFICATIONS:

- High School Graduate or hold GED
- Vocational School training with complete coursework in carpentry, steam systems, mechanical or related field is required
- Five years experience in building maintenance
- Possess a valid boiler's license
- Possess a valid driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly stands and walks; frequently uses hands to finger, handle or feel; climbs or balances; stoops, kneels, crouches or crawls; reaches with hands and arms and tastes or smells; and occasionally sits.

Employee regularly is required to lift up to 10 pounds; frequently required lifting up to 25 pounds; and regularly lifts up to 50 pounds; and occasionally 100 pounds.

Specific vision requirements include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in high, precarious places and works around fumes or airborne particles; and occasionally works in wet, humid conditions; works near moving mechanical parts; endures outdoor weather conditions and the risk of electrical shock.

The noise level of the work place is moderate.