



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	BUILDING MAINTENANCE SUPERVISOR		
Department:	Building Maintenance		
Supervisor:	Community Development Director		
Date:	November 2016, Revision 1	Position No.	BM/1
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for coordinating the maintenance and repair of city-owned buildings.

Job Scope:

The purpose of this position is to coordinate the maintenance of city-owned facilities. Successful performance helps ensure the maintenance of city facilities.

Essential Duties and Responsibilities:

1. Supervises and participates in the maintenance and repair of city buildings.
2. Performs daily service requests for repairs, installation, and technical advice on carpentry, electrical, heating, air conditioning, plumbing, and general building maintenance.
3. Assists with long-range planning for maintenance and improvement of city properties.
4. Performs emergency service requests for essential operations of city departments.
5. Installs electrical fixtures such as switches, receptacles, light fixtures, and fuse boxes.
6. Conducts planned service requests for new or remodeled structures.
7. Performs preventive maintenance of buildings and mechanical equipment.
8. Hires and supervises maintenance workers; assigns detailed work projects; conducts performance evaluations.
9. Supplies necessary forms and paperwork in accordance with city guidelines.
10. Oversees purchasing, storage and inventory of building maintenance supplies.
11. Locates materials, parts, and information for requested services; requisitions supplies as needed.

12. Develops specifications and costs for projects; monitors the work and schedules of outside contractors.
13. Develops and maintains the yearly operating budget.
14. Oversees and enforces city safety guidelines; conducts monthly safety meetings; maintains Material Safety Data Sheets as required.
15. Maintains time and leave records for department personnel.
16. Develops bid specifications for bidding processes.
17. Responds to after-hours calls as needed.
18. Coordinates annual inspection of elevator.
19. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 5 years of experience in building maintenance or a related field
3. Missouri drivers license
4. Supervision experience preferred
5. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of heating and air conditioning principles.
2. Knowledge of the techniques, materials, and equipment used in building maintenance and repair.
3. Knowledge of electrical and plumbing standards.
4. Knowledge of building and construction techniques.
5. Skill in reading blueprints and drawings.
6. Skill in preparing and maintaining records.
7. Skill in operating light and heavy equipment.
8. Skill in using hand and power tools.
9. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. Building, plumbing and electrical codes.
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of varied duties related to coordinating the maintenance of city-owned facilities.

Principal Working Relationships:

Contacts are typically with co-workers, local manufacturers, suppliers, vendors, other city employees, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over Building Maintenance Workers and Building Services Workers.

Physical Demands:

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

Employee must be physically able to operate a variety of machines, tools, and equipment which may include a motor vehicle, computer, generator, power tools, and hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of moderate to heavy work.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and other gear.