

CITY OF RICHARDSON

JOB TITLE: **FACILITIES MAINTENANCE SUPERINTENDENT**

APPROVED: _____

DEPARTMENT: Facilities Maintenance

CLASS CODE: 02922

CIVIL SERVICE: X NON-CIVIL SERVICE

EFFECTIVE: 09/27/2016

COMPETITIVE: X NON-COMPETITIVE:

EXEMPT: X NON-EXEMPT:

FULL TIME: X PART-TIME:

JOB SUMMARY:

Provide strategic planning as it relates to City of Richardson Facilities by making recommendations and overseeing the division budget, participating in short and long-term planning, and overseeing related service contracts. Facilitate the development and support of a facility asset management and work order system to optimize facilities operations and prepare short and long term maintenance strategies, including cost benefit analyses. Manage various building related projects performed in house or by contractors. Plan, schedule, supervise, and evaluate work of subordinates engaged in maintenance and repair, preventive maintenance, installation and modification of building systems and structures including pumps, electrical equipment, electronics, plumbing, motor controls and HVAC systems; assist subordinates in activities as needed. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

Provide strategic planning to City of Richardson Facilities and Capital Projects to ensure projects are proactively identified, budgeted, and completed on time and within budget; foster a collaborative team environment within Facilities Maintenance to ensure optimal team performance with effective interdepartmental communication; communicate courteously and effectively with other employees, officials, vendors, and the public. Develop sound working relationships with internal and external entities that impact day-to-day operations, including Police, Fire, Library, Fleet, Parks, City Hall, Public Services, and more. Prepare, implement, and make on-going recommendations regarding assigned budgets, long-term planning objectives, and service contracts. Complete necessary reports and requests for services. Effectively use software programs including, but not limited to: City Works Work Order and Asset Management Program, databases, spreadsheets, and SunGard accounting system. Supervise the implementation and administration of ongoing routine maintenance and preventive maintenance. Supervise and coordinate contractors assigned to repair and or maintain equipment and/or facilities. Read blueprints and schematics effectively; implementing general knowledge of related codes and regulations. Order parts and equipment. Drive frequently between job sites and vendor locations. Conduct primary interviews and provide recommendations to upper level management regarding final candidate selection. Supervise, teach, mentor, and evaluate subordinates engaged in making skilled repairs, preventive maintenance, installation, and modification on all types of building systems (includes plumbing, mechanical controls, automated controls, computer related control systems, and remote computer control systems) at various sites. Conduct periodic safety and training meetings for subordinate personnel. Make effective decisions regarding safe and effective repair methods. Counsel subordinates and administer discipline when necessary. Some extended hours occasionally required.

OTHER JOB FUNCTIONS:

Operate various types of software and office equipment. Keep assigned work areas neat and clean. Work on ladders at extreme heights. Lift and/or carry up to 50 pounds of equipment; push, pull, and/or drag up to 100 pounds. May be required to work indoors and out under extreme heat or cold temperature conditions. May be required to work in confined spaces (with appropriate safety precautions). Read and understand plans, contracts, specifications and written instructions. See, hear, and speak clearly to work safely with job hazards.

REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES:

Bachelor's degree in a management, facilities or engineering related program. Texas Driver's License, Class C, required.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Five (5) years of related professional experience in an organization with multiple facilities and progressive experience in organization, planning, and supervision. Strong knowledge of accounting and budgeting principles is required. Must be able to transition quickly from strategic and long term planning and objectives to discuss day-to-day operational needs. Must be able to prioritize and make decisions under the pressure of multiple requests from various city locations. Knowledge of electrical and electronic instrumentation systems and advanced control systems is required. The incumbent must have good interpersonal skills and be able to communicate and coordinate effectively with the public, coworkers and contractors. Excellent analytical, writing and communication skills are required.