



City of Casa Grande

Facility Maintenance Supervisor

GENERAL PURPOSE: Under general supervision, performs a variety of semi-skilled, skilled, technical and supervisory work in the maintenance and operation of buildings and facilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of administrative and technical tasks associated with the operation and maintenance of city buildings to include electrical, electronic and mechanical control and security systems, plumbing, heating, cooling, air handling and other systems.
- Plans and organizes work to be performed; schedules equipment and personnel.
- Determines material types, quantities and uses; orders materials.
- Supervises work projects and day-to-day maintenance responsibilities for buildings and facilities. Advises and assists custodians as needed.
- Oversees the performance of contracts.
- Assists in the preparation and administration of a budget in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Directs the work of the Senior Custodian and Custodians.

MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from high school or equivalent, and substantial experience in building and facility maintenance and operation. Prior experience in a lead or supervisory capacity is also required.

Necessary Knowledge, Skills and Abilities:

- Knowledge of facilities maintenance, including equipment, materials, methods and techniques used in facility maintenance and repair.
- Knowledge of management principles and practices, especially relating to supervision of maintenance personnel and maintenance projects.
- Skill in performing maintenance functions.
- Skill in supervising and training personnel.
- Skill in planning, organizing and reviewing the work of maintenance programs and employees.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in making reports and keeping records.

Special Requirements: Valid State of Arizona Driver's License.

Physical Demands / Work Environment: Work is performed outdoors and in various city facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.