

City of Fort Worth, Texas Job Description

Classification Title	Facilities Superintendent		
Job Code:	MG1291	Job Family:	Management
Pay Grade	613	Date Reviewed:	06/12/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, oversees, and leads the Facilities Section of the Property Management department in maintaining general fund facilities and operating key multi-departmental facilities. Provides guidance and sets policies for direct reports; prioritizes work; and recommends budget and work plan for the group.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; makes recommendations for changes and improvements to existing standards and procedures.
3. Manages the daily operations of City facilities including building repair, maintenance, janitorial services, warehouse operations; etc.
4. Plans, develops and manages comprehensive work programs in the areas of preventative maintenance, repairs and replacement of building equipment and systems; and supervises the daily activities and operations of the facility maintenance organization.
5. Develops and administers the Division's annual budget; and prioritizes plans, directs and coordinates division work programs, expenditures and activities.
6. Monitors and evaluates the quality, efficiency and effectiveness of facility maintenance employees, work programs and projects.
7. Meets with customers/clients to discuss project development, schedule and status; and provides recommendations and best practice solutions to resolve facility needs.
8. Prepares and administers contracts for work to be done by private contractors; review plans and specifications for new building construction; identify and plan construction to meet future needs.

9. Provides administrative support to senior management.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Project and program development and administration.
 - Principles and practices of supervision, training and mentoring.
 - City rules, regulations and policies.
 - Building materials, methods and equipment used in the maintenance, repair and installation of building equipment and systems.
 - Municipal budget development and administration.
 - Preparation and administration of division budget, programs and projects.
 - Division capabilities and limitations when representing departmental field crew during emergency operations.
 - Safety rules and regulations pertaining to work procedures and equipment.
- **Skill in:**
 - Organization and time management.
 - Critical thinking and problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage a diverse group of employees.
 - Evaluate employee performance.
 - Prioritize staff during emergencies.
 - Establish and maintain effective working relationships.
 - Read and interpret blueprints.
 - Prepare clear and concise administrative reports

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in construction or a related field and five years of increasing responsible experience in building construction and repairs, including two years of lead or supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.