Job Description

Job Title:	Building Maintenance Supervisor	Classification:	Classified
Department:	Public Works	Grade:	210
Occupational Group:	Maintenance and Trades	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; supervises the staff performing repair, maintenance, and custodial duties of assigned City of Joplin municipal facilities and the equipment contained within. Performs or assists staff performing repairs and maintenance.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises, inspects, repairs, and performs maintenance on elevators and on associated mechanical, electrical, and electronic equipment for both traction and hydraulic systems.
2. Supervises, inspects, repairs, and maintains electrical, plumbing, wet sprinkler systems, fire alarm equipment, and audio/video equipment for use by the City Council.
3. Oversees or inspects, repairs, and maintains the City emergency management outdoor sirens.
4. Oversees or inspects, repairs, and maintains generators used for the supply of emergency power.
5. Supervises, inspects, repairs, and maintains HVAC equipment including air-cooled, water-cooled, and energy recovery systems.
6. Supervises, inspects, repairs, and maintains high efficiency hot water boilers, circulation, and filtration systems.
7. Oversees repairs of appliances such as ice makers, refrigerators, and dishwashers.
8. Plans, coordinates, assigns, and reviews work of custodial staff responsible for the assigned municipal buildings.
9. Prepares technical bid specifications for major repair and installations.
10. Oversees work of contractors to ensure it meets established specifications and applicable building codes.
11. Maintains inventory and orders repair parts, supplies, and materials necessary for daily operations. Manages equipment warranty issues and records.
12. Supervises or performs annual tests; maintains records of public facilities backflow prevention.
13. Maintains records for buildings including inspection records issued by State agencies and insurance companies.
14. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
15. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
16. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related

to recruitment, hiring, and promotional processes.

17. Serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
18. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods and techniques for performing all aspects of building trades; principles and practices for the operation, maintenance, and repair of mechanical systems, including but not limited to HVAC, plumbing, electrical, and emergency power generation systems; Federal, State, and local regulations, standards, codes and guidelines regarding elevators, sprinkler systems, refrigeration, boilers, and backflow prevention; principles and practices for operation and repair of Bacnet energy control and automation systems; equipment associated with hydronic systems pertaining to HVAC; fire suppression systems and fire alarm monitoring systems; State and local regulations as it pertains to pressure vessel inspections and operations; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with other City employees and officials; reading and comprehending blueprints, schematics, and other technical drawings; troubleshooting problems in electronic control equipment, generators, electrical sub-systems, and variable frequency drives; retrofitting, installing, maintaining, and repairing complex equipment relating to heating, ventilation, air conditioning, plumbing, and electrical systems; time management and prioritizing and assigning resources for priority projects; providing leadership for staff by hiring, training, evaluating, and coaching; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Completion of a vocational/trade school program in heating/air conditioning, electrical, or plumbing.

Experience: Five years full-time mechanical system maintenance and repair in commercial or industrial maintenance which includes two years in a supervisory or equivalent position.

Licenses and Certifications: Possess and maintain a Missouri Class B Commercial Driver's License (CDL) with appropriate endorsements. A Universal Refrigerant License and Backflow Tester Certification required.

Physical Demands Requirements and Working Conditions

This position works equally in both indoor and outdoor environments. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate

a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, extreme temperature conditions, and some exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or City employees while enforcing departmental policies and procedures or prioritizing maintenance, repairs or custodial needs.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	