

	THE CITY OF KEY WEST Job Description	Non-Union, Hourly Position	
		DATE OF REVISION	10/01/05
POSITION	FACILITIES MAINTENANCE SUPERVISOR	MIN. HOURLY RATE	\$17.4810
DEPARTMENT	Project Construction Team (101-19-08-519)		
JOB CODE	43325	GRADE	N28

PHYSICAL LOCATION:

- Various locations throughout the City as assigned.

REPORTING RESPONSIBILITIES:

- Reports to the Community Services Director or designee.

GENERAL FUNCTIONS:

- Performs skilled work involving supervising general maintenance and repair of municipal buildings. Work involves duties which require the application of journey level mechanical skills, as well as, basic carpentry, painting, plumbing, welding, fabricating, concrete repair, roofing and electrical skills. Primary duties include determining the need for maintenance and repair of heating and air conditioning systems, replacing and repairing plumbing and electrical fixtures, repairing carpet and tile and other general maintenance. Work is performed under general direction and is reviewed through periodic inspections, direct observation and condition of facilities. Supervisor will be responsible for staffing, estimating, budgeting, scheduling and executing the various building maintenance projects.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, speak and understand English in order to communicate with the public, contractors and staff on needed repairs.
- Able to work a 40 hour week and additional hours as required.
- Able to respond to after hours emergencies as required.
- Able to lift 50 pounds to a 45 inch height and carry it 100 yards.
- Able to use equipment and tools as required to perform job duties.
- Able to work in confined spaces and work from heights.
- Able to work with high voltage, high pressure and chemicals.

EQUIPMENT TO BE USED:

- Special equipment as required to perform job duties, hand and power tools, various types of light trucks, man lifts, scaffolding, paint sprayers, pressure washers, welding equipment, and personal computers.

ENVIRONMENT:

- Inside (with and without air conditioning) and outside in all types of weather.

PHYSICAL REQUIREMENT:

- 10% Standing
- 15% Climbing
- 20% Bending
- 15% Reaching
- 20% Walking
- 10% Crawling
- 10% Lifting

DUTIES/TASKS/JOBS:

- Responsible for the supervision in the efficient operation, maintenance and repair of all municipal buildings and facilities.
- Assists with the development of preventive maintenance schedules for heating, air conditioning, ventilation systems and building conditions.
- Responsible for budget, payroll, job estimating, acquisition of materials and equipment necessary to perform maintenance duties and scheduling of repairs.
- Operates, maintains and repairs heating, ventilation and air conditioning equipment. Activities include repairing and/or replacing compressors, fan motors, belts, valves, filters, pump strainers, evaporator and condenser tubes, changing filters, oil and chemicals, manipulating controls to maintain proper temperature levels, inspecting equipment for leaks and other malfunctions, replacing and/or rebuilding pumps.
- Assists staff in general maintenance and repair of buildings.
- Performs minor and major plumbing, concrete and electrical work, as well as, unstopping drains, repairing flush valves, water fountains, water heaters, fire hose pumps and sprinkler systems, replaces light fixtures, ballasts, wall switches, light bulbs, repairing wiring and electrical motors.
- May accompany insurance, OSHA, and city inspectors on annual inspection of facilities and recommend corrective actions.
- Maintains and repairs other equipment including emergency power generators, refrigerators, drinking fountains, etc.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- Knowledge of standard heating and air conditioning maintenance and repair techniques, materials and equipment.
- Knowledge of plumbing and electrical work.
- Knowledge of standard carpentry practices, methods, tools and materials.
- Knowledge of interior finishing practices, methods, tools and materials.
- Knowledge of standard concrete repair practices, methods, tools and materials.
- Knowledge of standard painting and coating application practices, methods, tools and materials.
- Knowledge of metal, membrane and tar and gravel roofing practices, methods, tools and materials.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of various cleaning materials.
- Knowledge of maintenance and repair of air conditioning systems and equipment such as power generators, ice machines, refrigerators and drinking fountains.

FACILITIES MAINTENANCE SUPERVISOR

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- Knowledge and skill in the operation of forklift and high reach equipment.

- **Skilled in the operation of power equipment.**
- **Ability to detect equipment malfunctions and take corrective action.**
- **Ability to work with high voltage, high pressure neon and noxious fumes from chemicals and paints.**
- **Valid Florida driver’s license.**
- **High school graduate or GED.**
- **Training in the maintenance and repair of heating, ventilation and air conditioning systems desired.**
- **Knowledge of computer use and the ability to use a computer Work Order/Job Order system.**
- **Eight years experience in general building maintenance or equivalent trade with supervisory experience.**
- **Possession of journey level competency card in one of the following trades desired—electrical, heating and air conditioning, plumbing, carpentry, welding/fabricating, ability to demonstrate or document required job knowledge.**

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**Office of Human Resources
525 Angela Street
Key West, FL 33040
Telephone (305) 809-3714**