

State College Borough

Supervisor, Facilities

Job Description



REPORTS TO: Public Services Manager
ROLE & LEVEL: L1

DEPARTMENT: Public Works Administration
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Facilities Supervisor is responsible for all maintenance functions for all municipally owned buildings and facilities. The position involves administrative, technical, and managerial skills in building related equipment and materials, energy conservation measures, sustainable construction and renovation projects, personnel management, evaluation of work methods, and expenditure control. Position requires a complete understanding and wide application of principles, theories, and concepts in the assigned function or business area.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the maintenance and up-keep of all municipally owned buildings, including preventive maintenance, janitorial services, records, and inventories
- Inspects Borough facilities for possible hazards and needed maintenance, including door operation, elevator operation, lighting and electrical systems, windows, plumbing, generators, warning systems, deteriorated surfaces, HVAC systems, etc.; procures contractors for repairs and maintenance as needed
- Prepares and administers all contractual maintenance and/or modification of buildings and grounds
- Works effectively with contractors, engineers, and architects; reviews the work of the outside contractors and service providers
- Coordinates projects from original concept and budget development through implementation
- Performs studies and prepares special reports on related public works functions as assigned
- Evaluates and recommends software programs for building maintenance and other public works activities
- Ensures that value engineering is undertaken as an integral part of all approved projects; incorporates appropriate suggested alternatives into designs to achieve desired costs savings consistent with the required functionality
- Provides suggestions for long-term serviceability and cost savings as appropriate
- Coordinates the selection process for architectural and engineering consulting design
- Serves as weekend duty supervisor in the Public Works Department on a rotating basis

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- Assists in the planning of capital construction project programs and identifies necessary project elements
- Participates in and provides technical assistance in development of project concepts
- Assists in preparation of budgetary estimates for all sustainability projects
- Assists in the formation and work of various project-related teams
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Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, methods, practices, procedures, materials, equipment, and techniques associated with building and facilities construction, maintenance, and repair work
- Knowledge of building emergency regulations and federal and state requirements related to public accessibility under the Americans with Disabilities Act
- Knowledge of budgeting methods and ability to present budget information clearly and completely
- Knowledge of project management and contract administration principles and practices
- Knowledge of occupational hazards and safety precautions
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel), enterprise resource planning (ERP) financial software, and Auto Cad software
- Ability to read, analyze, and interpret technical procedures, governmental regulations, specifications, blueprints, sketches, diagrams, and building codes
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate and supervise effectively

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MINIMUM QUALIFICATIONS:

Associate's degree in construction management, building construction, architectural technology or business administration or related field; supplemented by two or more years' experience in facilities maintenance; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

Class "B" CDL license with tank endorsement and no air brake restrictions

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of standing and/or walking. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to sound and visual perception and discrimination. Some tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date