

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: MAINTENANCE SUPERVISOR (Job Code 610).

GENERAL STATEMENT OF JOB

Under general direction delegates and performs various daily maintenance and custodial tasks in municipal buildings and upon facilities to ensure a sanitary and safe environment for personnel and the general public. Position is responsible for supervising and coordinating daily work schedules of custodial personnel, overseeing custodial supply and equipment inventories, performing regular inspection of city facilities and buildings, and overseeing maintenance/repairs by third party service providers and contractors. Employees in this class are responsible for maintaining records and performing regular inspections on equipment and facilities such as fire alarms, elevators, emergency generators, roofs, and emergency lighting systems and coordinating the same with third party vendors. Employees in this class are responsible for responding to setting up facilities, conference areas, and equipment for meetings and events. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Opens City Hall facility daily, i.e., unlocking all doors to buildings, restrooms, gates, etc.

Prepares daily work schedules, work orders, and supply requisition forms, and maintains records and files relevant to such.

Trains, supervises, and evaluates custodial staff, and ensures proper completion of tasks assigned.

Oversees work by third party vendors and service providers performing work on municipal facilities

Uses electrical cleaning equipment and various hand tools in the cleaning of facilities, (i.e. vacuum cleaners, pressure cleaners, high-speed buffers, blowers, fans)

Uses standard tools and equipment to adequately maintain facilities.

Maintains copies of safety data sheets (SDS) for chemicals and products used in cleaning.

Safely utilizes appropriate chemicals and cleaners according to manufacturer's written instructions to ensure personal, staff, and public safety.

Performs/assigns overall cleaning tasks, i.e., emptying and washing garbage cans, mopping, stripping, waxing, and buffing floors, washing windows.

Responds to emergency and critical situations.

Coordinates the moving of furniture and other equipment as part of the performance of duties.

Instructs staff in the cleaning of equipment and tools after use; maintains clean and orderly storage areas.

Performs minor repair and maintenance tasks, and provides resolution for equipment malfunctions and facility maintenance needs.

Ensures that regular testing of vital equipment such as fire alarms, emergency generators, emergency lighting systems, and elevators is performed regularly and in accordance with regulatory agencies and codes.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

Performs emergency response and after-hour duties as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by minimum four (4) years' maintenance and custodial experience, with some of that experience in a supervisory capacity. Must possess and maintain a valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20 - 50 pounds).

Data Conception. Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability Requires the ability to read Standard English.

Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks and principles of rational and influence systems. Verbal Aptitude: Must communicate in Standard English. Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for manipulating small items and hand tools.

Manual Dexterity: Requires the ability to operate various pieces of electrical equipment. Must have excellent levels of eye/hand/foot coordination for operating equipment.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in giving and receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Has considerable knowledge of all phases of custodial work, i.e., waxing, buffing, stripping, pressure cleaning.

Has considerable knowledge of the occupational hazards and safety precautions of the work.

Has some knowledge of record keeping principles and methods.

Is skilled in the use of routine custodial supplies and in the operation of electrical custodial equipment.

Is able to establish positive working relationships with city personnel, subordinate staff, general public, and outside agencies position interacts with.

Is able to give and receive instructions. Is able to lift boxes and move furniture.

Is able to work independently.

Ability to drive a passenger vehicle safely and locate addresses in the community.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date