



City of Irving Job Description

Facilities and Warehouse Supervisor

FLSA Status:	EXEMPT	Job Department:	Water Utilities
Job Code:	04291	Reports To (Job Title):	Utility Business Manager

PURPOSE

To facilitate the management, operation, and maintenance of all Water Utilities facilities, including the Valley View Municipal Complex (VVMC); to plan, organize, direct and control the operations at the VVMC and City warehouses; to oversee landscaping and grounds maintenance at sewer lift stations, water pump stations, elevated water towers and ground storage facilities; to assist with the homeland security program for Water Utilities; to coordinate programs and special projects conducted at departmental facilities; and, to provide various other administrative and operational support for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage through planning, organizing, and inspecting the ongoing maintenance of VVMC buildings, structures, indoor, and outdoor water features, and the grounds, which includes landscaping, janitorial services, carpet cleaning, painting, and public art installations.
- Manage and plan all aspects of the homeland security project for Water Utilities Department, including administering federal grants.
- Manage and plan for the landscaping and grounds keeping activities for all water utilities locations, which includes providing functional supervision over one (1) employee of Parks & Recreation.
- Manage and oversee the City auction by receiving, transporting, storing, and tracking auction items for various departments.
- Oversee the safety of VVMC, including parking and storage of equipment.
- Process, track and store non-inventory items for multiple city departments.
- Plan, assign, and supervise the activities of assigned warehouse staff.
- Coordinate fuel deliveries to the VVMC fueling station.
- Coordinate capital improvement projects performed by consultants, which includes overseeing payment certification and change orders.
- Assist in budget preparation and analysis for facilities and warehouse operations expenses.
- Develop and update Policies Manual and Standard Operation Procedures (SOPs) Manual.
- Prepare detailed technical specifications for vehicles, equipment, and materials.
- Prepare bid documents and oversee bidding process, which includes determining qualifications and awarding bids.
- Monitor and inspect buildings and premises for fire, security and safety issues.
- Assist in the development and implementation of departmental goals and objectives.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as liaison with water customers, consultants, other City departments, external constituencies, and other project stakeholders on day-to-day programmatic, operational, and administrative issues.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employee.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible and accountable for the administration of an operations and maintenance budget of approximately \$1 million, annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of a high school diploma *and* some college or vocational training in a related field.

EXPERIENCE

- At least three (3) years of experience in facilities management, with one (1) year in a supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Regulations: Federal, state, and municipal restrictions, laws, and ordinances, including homeland security practices and other mandates and regulations unique to the utility industry.
- Project Management: Methodologies, tools, and resources for managing large projects.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Building Systems: Basic knowledge of electrical and mechanical building systems.

- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Design: Techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Office / Industry Software: Technical design and hydraulic analysis software; also, current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite and Banner Inventory Management and Financial System.

SKILLS AND ABILITIES IN

- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Public Speaking: Effectively communicating verbally with an audience.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

Continual contact with internal and external customers, outside agencies and vendors so as to obtain cooperation. Courtesy and tact are required with moderately difficult or sensitive issues.

EQUIPMENT AND PROPERTY

Office machinery, including Xerox multi-function center copier/scanner, desktop and/or notebook computer, printers, and telephones. Also, Various power tools and equipment needed to perform additional duties.

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.*

The employee constantly is required to balance, listen, and/or see. Frequently, s/he is required to drive a vehicle, sit, stand, talk, and/or walk. S/he occasionally is required to carry, climb, grasp, handle, feel, kneel, lift up to 25 pounds, pull, push, reach, and/or stoop. In rare instances, s/he must crawl, lift up to 50 pounds, run, and/or smell. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, confining work space, dirty environments, electrical hazards, extreme temperatures or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, and/or toxic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.