



City of Irving Job Description

Facilities Operations Supervisor

FLSA Status:	EXEMPT	Job Department:	CIP - Building Services Division
Job Code:	04081	Reports To (Job Title):	Facilities Manager

PURPOSE

To manage the overall operations of the Building Services division, including HVAC, electrical, general repairs, renovation construction projects, and management of associated budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Administer, monitor, and coordinate technical trades for HVAC, electrical, general construction renovation projects and building infrastructure costs.
- Develop and monitor operational standards and processes for building maintenance and operations.
- Develop building preventive maintenance programs.
- Develop and implement strategies to improve efficiency and reduce costs.
- Oversee the development of specification documents for bidding of contracted renovation construction projects.
- Oversee the monitoring of the performance of contracted vendors in contracted work.
- Implement and monitor division goals, objectives, KPIs, and performance measurements.
- Oversee employee safety training.
- Monitor customer service initiatives and results.

OTHER DUTIES AND RESPONSIBILITIES

- Administer a process for response to off-hours building maintenance service requests and building related emergencies.

SUPERVISORY RESPONSIBILITIES

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 13 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administer and monitor a division budget of approximately \$1,000,000.

QUALIFICATIONS:

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

EDUCATION

- A minimum equivalence to an Associate's degree from an accredited college or university with major course work in Building Trades, Construction, or a closely related field.

EXPERIENCE

- At least five (5) years of related experience, with at least two (2) years supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or the ability to obtain upon hire, is required.

KNOWLEDGE OF

- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Maintenance Principles: Process involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Customer Service: Principles and processes for providing customer and personal services, including a desire to help customers regardless of their circumstances.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Program Assessment: Evaluating current / potential programs for effectiveness & efficiency.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and understanding information & ideas presented in writing.
- Interactive Presentation: Effectively presenting information to groups & responding to questions.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Frequently interacts with vendors and with personnel in every level from all city departments.

EQUIPMENT AND PROPERTY

Various powered tools, hand tools, test equipment, gauges, etc., and an automobile.

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 frequently is required to grasp, handle, feel, lift up to 25 pounds, talk, and/or walk.

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, a confining work space, a dirty environment, electrical hazards, extreme temperature or weather conditions, air contamination, moving mechanical parts, and/or noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually 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.