

**CITY OF PERRY
JOB DESCRIPTION**

Name: _____ **Department:** Maintenance Department
Title: Maintenance Supervisor **FLSA:** AFSCME Union
Date: May, 2018 **Reports To:** Parks and Recreation Director

PURPOSE OF POSITION

Supervises and performs buildings and grounds maintenance, including mechanical operation maintenance for the McCreary Community Building, Perry Public Library, Public Safety, Municipal Building facilities, equipment, and other public grounds and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Assists in the preparation of the annual budgets for facility improvements.
- Keeps Department Heads and the City Administrator informed of maintenance and cleaning for their respective buildings.
- Plans, develops, coordinates and implements cleaning and maintenance activities in all facilities as well as cleaning and maintaining equipment, ordering needed supplies and equipment, stores and maintains inventory.
- Works cooperatively with all departments on maintenance needs.
- Establishes and maintains records that include maintenance logs, preventative maintenance logs, inspections, and emergency procedures.
- Provides for the set-up of programs, special events and facility rentals.
- Maintains proper water and air temperature where needed.
- Maintains grounds immediately surrounding the McCreary Community Building, Library, Public Safety Building, Municipal Buildings and their parking lots as well as maintaining plantings in the downtown boulevards and bump outs.
- Trains and supervises full-time maintenance staff and paid and voluntary part-time maintenance staff.
- Daily supervision of maintenance employees required.
- Recommends disciplinary action, prepares work schedules and evaluates work performance, approves employee time records for accuracy. Conducts staff meeting with subordinates to discuss and evaluate services, techniques and special problems.
- Able to use and understand blueprints.
- Strong abilities in heating/air conditioning, pneumatic thermostats, refrigeration, plumbing, electrical and carpentry, and horticultural skills.

- Must be available during regularly scheduled hours. Day, evening, weekend and on call hours are required.
- Keeps the Parks and Recreation Director informed on facility, equipment and ground maintenance.
- Promotes and maintains good public relations and cooperative work attitudes.
- Other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

At least 5 years of experience in care and maintenance of facilities.

Knowledge of electrical, plumbing and mechanical systems.

Employee supervision experience.

Must be a High School graduate.

Must possess and maintain a valid Iowa driver's license.

Strong work ethic

Preferred Training and Qualifications:

Plumbing

Electrical

HVAC

Technical School graduate preferred.

Herbicide and Pesticide Applicator's License

EPA Certification

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Ability to safely carry materials and equipment weighing 50 pounds. Motor skills, coordination and finger dexterity skills required. Ability to safely perform tasks requiring bending, stooping, standing, twisting, walking, climbing, carrying and other physical exertion.

Cognitive Demands

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed. Assist when needed the Aquatic Coordinator in the upkeep of Swimming Pool and water safety control. Knowledge of heating and air conditioning systems; pneumatic thermostat controls; refrigeration repairs; basic plumbing and carpentry skills; preventative maintenance programs; blueprint and specifications; planning facility set ups

for rentals and events; maintaining inventory and rotation; and lawn and ground care. Thorough knowledge of grounds keeping including mowing, weed control, snow and trash removal. Use of calculator, copier, file cabinets, telephone, power tools, hand tools, house cleaning appliances, tools and equipment used for plumbing, heating, air conditioning, refrigeration, electrical, carpentry and chemical use, power mowers and brooms, snow blower, chain saw, tractor, painting equipment.

Language Ability and Interpersonal Communications

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

Environmental Adaptability

This position will occupy an office area at the McCreary Community Building. Occupational hazards are those generally associated with ongoing exposure to technical machinery/equipment leading to cuts, bruises, burns, strains or injury. Job locations may vary depending on projects, events, activities or departmental functions.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature	Date	Department Head
Date		

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.