



**FACILITIES SUPERINTENDENT  
JOB DESCRIPTION**

JOB TITLE: Facilities Superintendent	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Public Works Director
PAY GRADE: 131	DEPT: 4100 Public Works	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Manages skilled work and inspections related to the installation, maintenance and repair of Village street lighting systems and facilities. Has oversight of fleet maintenance and repair.

**SUPERVISION EXERCISED:** Electrician, Electrical Helper/Apprentice, Mechanic II, Skilled Trades Worker, Custodians and General Maintenance Worker I or II, contracted service providers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages the inspection of all electrical equipment and components, including roadway street lighting, traffic signals, municipal buildings and facilities. Has oversight of all work performed by employees and contractors..,
- Manages skilled work and inspections of all facilities maintenance included but not limited to: air conditioning, plumbing, roofs, flooring, interior and/or exterior painting, and overall appearance of Village facilities.
- Perform supervision and oversight of fleet maintenance and shop work
- Checks plans and workmanship to ensure that all electrical, plumbing, HVAC, and roofing work complies with ordinances and regulations; recommends methods of correction.
- Develops written standard operating procedures for work tasks, determines best work procedures
- Follows up on complaints of building maintenance and or violations to ensure their satisfactory completion and/or resolution.
- Supervises electricians, skilled trades worker, helper, custodian, mechanic, and any contractors hired to do work within the scope of the facilities.
- Ensures Village facilities are being cleaned and sanitized with proper cleaning and personal hygiene products are stocked in facilities.
- Ensures compliance with Village ordinances and regulations governing the installation, permitting, inspection and operation of work and equipment on projects throughout the Village.
- Checks Village WebQA daily for work orders, prepares reports, and maintains records of work performed.
- Enforces policies, regulations and safety and health standards. Distributes personal safety equipment/uniforms to staff as needed.

- Assists other departments with installation and maintenance of equipment inside, outside, and or perimeter of facilities.
- Attends training courses regarding current practices in areas relating to the work being performed on roadways, lighting, building maintenance or other related fields.
- Prepares detail plans and budgets for various Village projects. Performs cost control activities, monitors expenditures in assigned area to assure sound fiscal control;
- Orders supplies and equipment according to budgeted funding and processes invoices.
- Trains, motivates and evaluates assigned staff, correcting and documenting deficiencies and making recommendations for progressive discipline if needed; reviews progress and direct changes as needed.
- Performs training as needed/required for safety, new equipment or for new employees. Assigns staff to train one another as needed. Monitors and ensures all staff are completing required ICS training.
- Investigates damage, accidents and injuries to assigned staff or within facilities.
- Communicates official plans, policies, memorandums or announcement to staff.
- Prepares and submits payroll, approves overtime, personal leave requests and coordinators staffing coverage with Department Head. Assists in the recruiting, selection, interview and hiring of staff.
- Adjusts schedules and work to accommodate for call outs and absence of staff.
- During severe weather event is available to survey lighting systems, building damage and address in an expedited manner any major deficiencies such as a roof leaks, broken glass windows or doors, and or flooding.
- Trained in FEMA/NIMS emergency management.

#### **OTHER DUTIES:**

- Responds to complaints and inquiries from the public or staff regarding facility problems.
- Responds to emergency calls when necessary.
- Performs other related duties as required.

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### Education and Experience:

- High school diploma, GED, or equivalent certificate of competency, and
- Is a Certified Journeyman Electrician with a minimum of at least 3 years, preferably five (5), with progressively responsible experience in commercial and service related electrical work or Certification in Facilities Management (CFM/FMP) with at least two (2) years experience;
- Prefer experience in Trades such as air conditioning, plumbing, roofing and/or carpentry
- Any related combination of training and experience.

##### Knowledge, Skills and Abilities:

- Thorough knowledge of practices, procedures, methods and tools relative to plumbing, mechanical, HVAC, and electrical trades and operations.
- Thorough knowledge and skill in the care and use of power tools, including safety precautions and occupational hazards related to electrical maintenance and repair work.
- Considerable knowledge of the operation and maintenance of electrical equipment, motors and motor controls.
- Ability to prepare labor and material cost estimates to complete various projects.
- Ability to read blueprints, specifications, plans.
- Ability to read and interpret tests, gauges and meters.
- Ability to prepare operational reports.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate effectively both verbally and in writing.
- Ability to use aerial equipment. (i.e. Bucket Truck)

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one at the time of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- American Traffic Safety Services Association (ATSSA) Advanced MOT certificate, or ability to obtain one within one (1) year of hire.
- International Municipal Signal Association (IMSA) Roadway Lighting Tech Level I, or ability to obtain one within two (2) years after Advanced MOT certification.
- IMSA Roadway Lighting Tech Level II, or ability to obtain one within two (2) years after Roadway Lighting Tech Level I certification.
- IMSA Traffic Signal Technician Level I, or ability to obtain one within three (3) years after Advanced MOT certification.
- IMSA Traffic Signal Construction Tech Level II, or ability to obtain one within three (3) years after Traffic Signal Technician Level I certification.
- IMSA Traffic Signal Bench Technician Level II, or ability to obtain one within three (3) years after Traffic Signal Technician Level I certification.

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands and fingers to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb up 30-foot ladders, walk up and down staircases, balance, stoop, kneel, crouch, and or crawl.

The employee must regularly lift and/or move up to 30-50 pounds, and occasionally more. Specific vision abilities required by this job include close vision, distant vision, color vision, shades of color, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Electrician hand tools, power tools, shovels, bucket truck, test equipment, pipe benders, ladders, trenching, and other associated equipment used in the installation, operation, maintenance and repair of electrical equipment and facilities.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, walking on uneven surfaces, grass, unpaved areas, wet or slick surface, muddy areas, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes, vibration, dust, pollen, airborne particles, rain, traffic hazards, bright/dim light and temperature extremes. The employee frequently works in high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference, DMV, background and criminal checks; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

**JOB DESCRIPTION HISTORY:**

Created: 03/09/01

Revised: 12/04/03

Revised: 08/24/06

Revised: 11/05/08

Revised: 03/06/24