

TRANSIT BUILDING MAINTENANCE GENERAL SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is skilled supervisory and technical work in assigning and overseeing the activities of employees involved in the maintenance and repair of buildings, grounds, shelters and standardized equipment of the Metro Transit. The work involves supervising and scheduling staff; making budget and purchasing recommendations; developing maintenance, modification, preventative maintenance, and repair plans; developing and coordinating service contracts and projects; and integrating the maintenance staff activities with customer service needs. Work is characterized by the exercise of independent judgment and discretion. Work is performed under the general supervision of the Transit Maintenance Manager in compliance with Federal, State, City, and Metro Transit procedures and policies.

Examples of Duties and Responsibilities:

Coordinate and supervise building mechanical and structural repairs and construction projects, and preventive maintenance programs at Metro Transit facilities. Plan, assign, schedule, and supervise the work of employees engaged in bus shelter cleaning and maintenance, lawn care, snow removal, general building and grounds maintenance, janitorial services, painting, plumbing, carpentry and related work. Receive, investigate, and respond to emergency calls on equipment and system failures at the Metro maintenance facility. Prioritize work requests and assign as appropriate. Develop and maintain a preventive maintenance program for the facility, equipment, and grounds. Recommend changes regarding work procedures and personnel needs.

Oversee shop and building safety. Inspect building and grounds on a regular basis to ensure their safe condition and operation. Work closely with the Metro Safety Committee.

Receive employee and customer complaints, monitor work of staff to ensure adherence to work rules and standards, conduct performance interviews with staff, review disciplinary problems including pre-determination hearing attendance, review and act on requests for leave, and review and approve training to improve service performance.

Develop short- and long-range building maintenance, modification, repair, and preventative maintenance plans and recommend additional personnel, equipment and/or materials for inclusion in the appropriate budgets.

Oversee construction projects including design, project evaluation, programming, schematics, construction cost estimating and specification development for all Metro new building and remodeling projects.

Consult with design engineers, and participate in designing and developing specifications for new Metro facilities and construction projects. Perform quality and conformance inspections of work completed by contractors on new construction and remodeling projects.

Coordinate sustainability efforts for Metro Transit facilities. Oversee the use of solar energy and other sustainability initiatives.

Confer with representative of various agencies (e.g., contractors, architectural firms, Fire Inspection, Building Code Inspection, etc.) to accomplish compliance with codes and to resolve building maintenance needs and concerns.

Prepare annual operating budget recommendations for maintenance, and repair supplies, equipment, and personnel needs. Prepare annual capital budget recommendations regarding anticipated major repairs, modifications, and equipment replacements. Oversee supply inventories and make appropriate purchase requests.

Keep informed on new products and equipment through research, journals, trade fairs, contacts with manufacturer's representatives, and testing new products. Train staff and implement and evaluate the use of new products by staff.

Operate computerized building operation systems for safe, secure and efficient operation of security, fire alarm, HVAC, and other systems. Oversee the operation of low pressure steam heating, boilers, cooling towers, air conditioning, ventilation, communications and other mechanical appliances.

Administer the development of specifications and the selection of various maintenance service contracts for such areas as: elevators, chillers, boilers, and HVAC controls.

Develop and maintain necessary records and reports such as: MMSD records, equipment and supply inventories, pesticide control and use procedures, accident and damage reports, preventative maintenance schedules, monthly expense and activity reports, personnel records, key and lock inventories, computerized card access system, and other related records and reports.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Four years of responsible experience as a skilled worker in building and mechanical or technical/network repair activities, including at least one year of experience in a lead or supervisory capacity. Such experience is normally gained after graduation from an accredited college or university with a Bachelor's degree in Business Administration, Construction Management, or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of the methods, practices, tools, equipment and materials related to custodial, building and mechanical maintenance and repair work. Thorough knowledge of the operation of plumbing, heating, and ventilating and other mechanical, electrical, and computerized building equipment and systems. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of local, state, and federal codes, statutes, regulations, and laws that affect the operation, maintenance, and repair of the facility, grounds and equipment, and building projects. Working knowledge of occupational hazards and of necessary safety precautions. Working knowledge of supervisory principles and practices, including labor relations. Knowledge of boiler and cooling tower operations, repairs, maintenance and chemical usage. Ability to hire, train, supervise, evaluate and discipline building maintenance and technical staff. Ability to lay out, plan, and supervise work. Ability to develop, implement, and monitor comprehensive building preventative maintenance systems and operations and recommend positive cost-effective modifications. Ability to maintain appropriate records for EPA, DNR, health, and other regulatory compliance. Ability to read, develop, and evaluate building/remodeling plans and specifications. Ability to oversee the work of contractors. Ability to develop budget recommendations and to prepare and maintain records relative to maintenance, repair, and energy costs. Ability to utilize standard computer systems for both building (e.g., HVAC controls, security, card access systems) and administrative (e.g., word processing, spreadsheets, etc.) purposes. Ability to operate standard tools and equipment used in building maintenance and mechanical repair work. Ability to demonstrate cleaning methods and techniques and to train new employees. Ability to establish and maintain satisfactory working relationships with employees, agency staff, and staff of other agencies. Ability to communicate effectively both orally and in writing. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Possession of a valid driver’s license.

Physical Requirements:

The incumbent in this position should be able to physically access all areas of the Metro Transit facilities, including facilities throughout the City, such as Transfer Stations in order to perform or inspect maintenance and repair work. Work includes the ability to bend, twist, squat, climb, reach, push/pull equipment, operate hand and power tools, work overhead and in confined spaces as required to perform the duties of the position. Otherwise, work will involve the use of office equipment, such as a computer, telephone, and copier.

Department/Division	Comp. Group	Range
Metro Transit	44	10

Approved: _____
Harper Donahue IV Date
Human Resources Director