

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Jeffrey Griffith

Work Phone: **261-4013**

2. Class Title (i.e. payroll title):

Building Maintenance Supervisor

3. Working Title (if any):

Monona Terrace Facility Manager

4. Name & Class of First-Line Supervisor:

Bill Zeinemann

Work Phone: **261-4010**

5. Department, Division & Section:

Monona Terrace

6. Work Address:

**1 John Nolen Dr.
Madison WI 53703**

7. Hours/Week: **38.75 hrs/week**

Start time: **8 am** End time: **4:30 pm**

8. Date of hire in this position:

1997

9. From approximately what date has employee performed the work currently assigned:

1998

-
10. Position Summary:

This is responsible managerial and technical work in planning, directing, coordinating and evaluating the overall maintenance and repair of Monona Terrace Convention Center facilities, grounds and equipment. The Monona Terrace Facility Manager also directs and coordinates all audio visual services at Monona Terrace Convention Center. The work involves assigning and directing semi-skilled, technical and journey level staff and the performance of related administrative work. The work is characterized by independent judgment, discretion and initiative in order to provide a safe well-maintained facility that meets the needs of customers, staff and the public. Work is performed under the general supervision of _____ who monitors work for conformance with established goals and objectives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

25% A. Maintenance Dept. Supervision

1. Plan, direct, coordinate and evaluate the general maintenance, repair, upkeep, mechanical repair and other related services for Monona Terrace. Integrate staff activities with the customer service and event activities within the facility.
2. Establish standards and monitor and coordinate maintenance and improvement services to ensure consistent service to our customers.
3. Hire, train, assign, supervise and coordinate the work of assigned staff.
4. Develop, direct and coordinate comprehensive preventative maintenance plans for the buildings property and equipment.
5. Develop and monitor annual maintenance operating budgets and comprehensive long term capital budgets for the facility.
6. Provide purchasing services. Develop guidelines and specifications for vendor services contracts. Solicit, review bids and negotiate service contracts. Monitor contracts for compliance.
7. Oversee the operation of computerized building operation systems including CMMS, HVAC, chillers, fire and life safety and energy monitoring.

25% B. AV Dept. Supervision

1. Plan, direct, coordinate and evaluate the audio visual services provided to customers, staff and the public at Monona Terrace.
2. Establish standards and monitor and coordinate audio visual services to ensure consistent service to our customers.
3. Hire, train, schedule, supervise and evaluate audio visual staff.
4. Develop and monitor annual audio visual operating budgets and comprehensive long term capital improvement budgets for Monona Terrace audio visual systems and equipment.
5. Oversee the operation of computerized building and audio visual systems including; audio distribution, internal and external electronic signage, telephone, voicemail, lighting control, IP television and DMX music.
6. Provide purchasing services. Develop guidelines and specifications for vendor service contracts, solicit bids, negotiate contracts and monitor contracts for compliance.

20% C. Project/Construction Management

1. Direct and participate in the development of cost effective long term facility maintenance and replacement schedules taking into account a wide variety of operational, environmental and aesthetic consideration in serving the needs of the organizations and our customers.
2. Oversee construction and renovation projects from design through final payment, including design, project evaluation, programming, schematics, construction cost estimating and specification development, contract bidding and approval of payments. Inspect and coordinate work, process payments and enforce contracts. Negotiate Purchase of Service contracts with contractors, solicit bids, assure

accuracy of bid specifications and inclusion of necessary building codes and other requirements. Process contract awards and administer resulting contracts.

3. Effectively work with Architects, Engineers, Fire Department staff and building inspection to assure quality, code compliance, conformity with public works requirements and Monona Terrace aesthetics.

15% D. Monona Terrace IT Management.

1. Responsible for all aspects of Monona Terrace's guest computer network; a large, complex wired and wireless network with Gigabit speeds, redundant ISPs with automatic failover, servers, firewalls, multiple gate keeping devices, dozens of VLANs, multiple wireless system controllers, a fiber backbone connecting multiple data closets, hundreds of active wired ports and over 80 access points with complete interior and exterior wireless building coverage. This network is independent from the city network and city IT department .
2. Work with consultants, vendors and staff to develop network specifications. Solicit bids and purchase network hardware. Prepare service contracts for internet services, equipment deployment and configuration. Administer contracts to assure compliance.
3. Direct and supervise staff responsible for the administration, maintenance, troubleshooting and continual upgrading of Monona Terrace guest network.
4. Establish standards and procedures and monitor to assure consist levels of service to our customers.
5. Specify, purchase and deploy Monona Terrace IP telephone/voicemail system and direct and supervise staff responsible for the administration and maintenance of this system.

15% E. Sustainability Coordination

1. Act as LEED EB project manager, Complete LEED feasibility studies, develop and implement LEED appropriate policies and programs, document Monona Terrace levels of compliance and participation and prepare documents for submittal to USGBC.
2. Document Monona Terrace energy use. Direct and conduct related energy efficiency analysis. Research, identify and incorporate the best ecological practices and policies into viable programs that will enable Monona Terrace to reduce the consumption of utilities. Maintain a high level of awareness of existing and emerging energy technologies and efficiencies.
3. Advocate and model sustainability concepts within Monona Terrace. Serve as a catalyst to produce a culture change at Monona Terrace that integrates sustainability and environmental values.
4. Educate customers and the public through media interviews, conference presentations, building tours and sale presentations to the sustainability efforts and successes undertaken at Monona Terrace.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the methods, practices, tools, equipment, and materials relating to the maintenance, repair, and upkeep of buildings, grounds and mechanical equipment. Considerable knowledge of the operation of

plumbing, heating, ventilating, and other mechanical and electrical, building equipment and systems. Working knowledge of boiler and cooling tower operations, repairs, maintenance, and chemical usage. Working knowledge of applicable building and fire codes. Working knowledge of technical building specifications and bidding procedures. Working knowledge of occupational hazards and necessary safety precautions. Considerable knowledge of computerized building automation and control systems. Working knowledge of computer networks and systems. Considerable knowledge of sustainability concepts as they apply to buildings and building systems. Considerable knowledge of energy management concepts and practices. Ability to hire, train, supervise, evaluate, and discipline a diverse maintenance and audio visual staff. Ability to plan, organize and manage diverse maintenance, and AV activities pertinent to the operation of large multi-use public facilities. Ability to develop, implement, and monitor comprehensive building preventive maintenance systems and operations and recommend cost-effective modifications. Ability to develop budget recommendations and to maintain and analyze records relative to maintenance, audio visual, repair, and energy costs. Ability to read, develop, and evaluate building/remodeling plans and specifications. Ability to utilize standard computer systems for both building (e.g., HVAC controls, security, etc.) and administrative (e.g., word processing, spreadsheets, etc.) purposes. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with subordinates, agency staff, staff of other agencies, and customers. Ability to maintain adequate attendance.

13. Special tools and equipment required:

none

14. Required licenses and/or registration:

none

15. Physical requirements:

Use ladders and climb stairs

16. Supervision received (level and type):

Limited supervision to assure adherence to standards and alignment of goals and objectives.

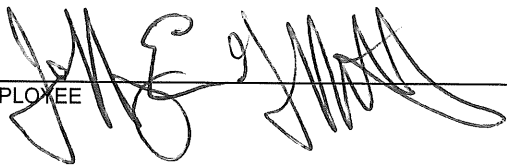
17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE



DATE

4-28-11

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.