

# MONONA TERRACE BUILDING MAINTENANCE SUPERVISOR

## CLASS DESCRIPTION

### General Responsibilities:

This is skilled supervisory and technical work involving the planning, directing, coordinating, and evaluating the overall maintenance and repair of Monona Terrace Community and Convention Center facilities, grounds, and equipment. In addition, work involves directing and overseeing the LEED certification for the facility. 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. The work is performed under the direction of a Monona Terrace Associate Director. Work is characterized by the use of initiative and judgment, and is reviewed for conformance with established goals and objectives.

### Examples of Duties and Responsibilities:

Coordinate and supervise building mechanical and structural repairs and construction projects; and preventive maintenance programs at the Monona Terrace Community and Convention Center. Integrate the maintenance staff activities with the customer service and programming activities of the facilities.

Hire, train, assign, supervise, evaluate and discipline assigned staff. Assign work projects to subordinates, provide direction to improve methods and productivity, and make frequent inspections of the buildings to check for results.

Supervise painting, plumbing, carpentry, electrical, steam-fitting and other repairs and maintenance to the buildings, as well as to fixed and portable equipment.

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. Write specifications, prepare budget and/or cost estimates for construction projects and review blueprints and construction specifications. Direct and control the work of outside workers and/or contractors doing repair or remodeling work.

Coordinate sustainability efforts for the Monona Terrace Community and Convention Center. Act as LEED certification project manager, completing feasibility studies and submitting appropriate documentation. Direct and conduct energy efficiency analysis. Educate customers and the public regarding sustainability efforts at Monona Terrace.

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.

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: equipment and supply inventories; 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

### 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. Working knowledge of applicable building and fire codes. Thorough knowledge of and ability to use computer software applicable to the duties of the position. 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 read, develop, and evaluate building/remodeling plans and specifications. 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 deal tactfully and courteously with building patrons and to establish and maintain a satisfactory working relationship with subordinates, agency staff, staff of other agencies, and patrons. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

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.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Physical Requirements:

The incumbent will be expected to physically access all portions of the facility in order to perform or inspect repair and maintenance work.

| <b>Department/Division</b> | <b>Comp. Group</b> | <b>Range</b> |
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| Monona Terrace             | 18                 | 08           |

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date