



City of Phoenix

BUILDING FACILITIES SUPERINTENDENT

JOB CODE 74770

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to organize, direct and review skilled building trades work as well as building operations. The superintendent is responsible for the preparation of plans and quality of workmanship on all building and building equipment repairs and remodeling of City-owned facilities. The incumbent is responsible for review of construction plans for City buildings with regard to their maintenance impact. Supervision is exercised over supervisors and lead workers performing building maintenance work such as carpentry, painting, plumbing and plastering, and mechanical equipment operation. Duties are performed according to general policies approved by the Deputy Public Works Director - Support Services who evaluates work on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs, and inspects the work of building maintenance crews and Building Equipment Operators;
- Estimates labor and material costs;
- Prepares specifications for special contract items;
- Reviews plans and specifications and makes recommendations as to maintenance and operation of new facilities prior to and during construction;
- Inspects remodeling and repair work in progress for quality of workmanship and compliance with specifications;
- Coordinates work with other City departments;
- Receives and investigates major emergency calls;
- Supervises the maintenance of records and reports on work performed;
- Prepares budget estimates, makes recommendations to Deputy Director, and controls expenditures;
- Supervises and evaluation performance of Building Maintenance Section;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:



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Knowledge of:

- Building maintenance and repair methods and requirements.
- Work operational systems, procedures, standards and practices in various building tasks.
- Mechanical equipment, air conditioning, refrigeration, fire systems, stand-by emergency power, water treatment systems, and related preventive maintenance programs.
- Contracting.
- Principles and practices of personnel management and supervision.
- Principles and practices of budget preparation and administration.

Ability to:

- Learn the City Building Codes.
- Perform a broad range of supervisory responsibilities over others.
- Read and interpret building plans and specifications, draw plans, and write specifications and cost estimates for building repair and minor building construction work.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.

Additional Requirements:

- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of supervisory experience in building construction and maintenance work and a bachelor's degree in construction management or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.