

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 590

BUILDING MAINTENANCE OPERATIONS MANAGER

GENERAL

Responsible skilled work in planning and supervising the activities of Public Works employees involved in the maintenance and construction of City facilities, street lights and other structures. Work is performed under general supervision of the Assistant Public Works Director. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, prioritizes and supervises the activities of skilled tradespersons involved in maintenance and construction activities of all city buildings and street lights.
- Recommends improvements needed to buildings and street lighting systems.
- Coordinate with contractors in providing contract services, solicit and collect bids for new equipment and contracted maintenance work.
- Prepares layouts for new construction which includes the coordination and drawings of the various facets required for construction.
- Develops and implements a preventative maintenance program for city structures and facilities
- Plans the sequential process of construction to properly plan employee activity.
- Receives work orders, estimates materials to be used and prices these materials.
- Inspects work performed by employees to insure that it meets the building code standards.
- Requests building permits and inspections as required.
- Maintains work order management records.
- Prepares periodic reports as requested or required
- Supervises assigned office staff and activities.
- Develops tracking methodologies for collection of data for the Florida Benchmarking Program
- Monitors the progress of the division's strategic plan goals, initiatives and objectives
- Develops and administers division budget
- Performs related work as required by the Assistant Public Works Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current building codes, indoor air quality standards, and local, state and federal regulations.
- Knowledge of the principles, practices, tools, supplies, materials, equipment and personnel required for building maintenance and construction.
- Knowledge of all skilled trades.
- Knowledge and practice of effective supervisory techniques.
- Knowledge of principles and practice of safety management
- Knowledge of street lighting maintenance methods and techniques
- Ability to develop systems and procedures related to assigned operations
- Ability to develop cost estimates for supplies and equipment

- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale.
- Ability to understand, interpret and effectively carry out written and oral instructions.
- Ability to read and interpret plans, sketches, schematics, diagrams and blueprints
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation
- Ability to maintain records and to prepare reports.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

Bachelor's degree in Construction Management or closely related field with training in the skilled trades involved in building maintenance and construction. Ten years' experience in building maintenance and construction with five years' experience in a supervisory capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Able to negotiate rough job sites, climb ladders, and scaffolds.. Ability to lift up to 50 lbs.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Revised: 04/2013 MWS/RAM
 Bargaining Unit: Non-bargaining
 FLSA: Exempt
 Classification Plan: 27N/50
 GERS: Regular Class