



FACILITIES SUPERINTENDENT

264

Jamestown
1607

DEPARTMENT: General Services/Facilities

NATURE OF WORK:

Under the supervision of the General Services Operations Administrator, the Facilities Superintendent is responsible for the operation, maintenance and repair of all County facilities, supervising staff in building maintenance and custodial services, coordinating the work of contractual entities providing building services, and planning and executing maintenance, repair, and building projects.

ESSENTIAL FUNCTIONS OF THE JOB:

Administers all functions of the maintenance and custodial services for County facilities, including hiring, training, scheduling, supervising, and evaluating the building maintenance and custodial staff.

Develops and maintains preventive maintenance schedules and programs, and operating procedures for assigned personnel.

Plans and coordinates the maintenance and repair, emergency repairs, and building projects of County facilities with other divisions, agencies, and contractors.

Oversees and may participate in troubleshooting, analyzing and repairing complex HVAC and electrical systems.

Coordinates building maintenance budget requests and spending; assists in the development of capital improvement budgets for major building projects in consultation with appropriate County staff.

Compiles operations budget information for the Division; administers approved budget.

Negotiates and manages contracts to provide custodial services at County buildings.

Develops annual and long-range facilities maintenance plans.

Prepares RFP's for building projects.

Establishes and evaluates stringent standards for all buildings; conducts regular inspections of County facilities to ensure proper cleanliness, repair, and security requirements are being followed.

Participates in General Services planning and decision making as a member of the General Services management team and of various committees to improve facility services.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting, at all County facilities and indoors and outdoors at job sites throughout the County. Drives County vehicle to work sites. Requires extended sitting, standing, and walking indoors and outdoors to inspect work sites. Operates a telephone, radio, calculator, copy and fax machines, computer keyboard and mouse, hand and power tools, and custodial equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the principles, practices, and techniques of building maintenance as well as custodial service standards.

Considerable knowledge of pertinent state-of-the-art equipment.

Through knowledge of current literature in the field of architecture and engineering as it relates to facilities management and maintenance.

Excellent written and oral communication skills.

Skill in motivating, developing, and directing assigned staff.

Ability to guide and direct assigned staff, including setting and monitoring performance standards.

Ability to work under pressure.

Ability to delegate work effectively.

Ability to set own priorities for work to be done and to meet deadlines.

Ability to prepare a division budget and to monitor accounts for expenditures.

Ability to establish and maintain effective working relationships with County staff, the public, and outside contractors.

MINIMUM QUALIFICATIONS:

Bachelors Degree and considerable experience and training in building maintenance, administration of building services, supervision; or any equivalent combination of education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer driving record check.

Requires a post-offer criminal history and sex offender record check.

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.

Requires a post-offer physical.

Requires a post-offer drug test.

Must be able to work a flexible schedule, including some nights, weekends, and holidays.

Requires being available to respond to emergency situations.

Requires the ability to travel among various work sites.

OTHER POSITION INFORMATION:

This is a supervisory position.

Date: January 2008

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Facilities Superintendent Position Number: 264
Department: General Services Division: Facilities

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other contractual service people
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>custodial equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Small repair jobs such as toliet and faucet replacement; light and filter replacement.

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓		✓	
Push/Pull					✓			✓	
Hold/Carry					✓			✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input checked="" type="checkbox"/> Other vertical lift _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand				✓				✓	
Sit				✓				✓	
Walk		✓					✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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