

Job Class Code: 4450	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and/or plan and coordinate building maintenance. The class is responsible for staff supervision and/or buildings and other structures of responsibility. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Performs building/structure inspections to check for broken, malfunctioning, or deteriorating areas or equipment.
- Determines priority of work orders; coordinates and determines distribution of same; oversees projects.
- Works with contractors on proposals for special projects; coordinates contractors for specific tasks; supervises and inspects contractor work.
- Supervises staff, including training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Gathers fiscal data and prepares annual budget; oversees and approves expenditures; prepares financial forms and reports.
- Reviews outstanding work orders and establishes alternative repair methods or funding.
- Coordinates work for general supervisors.
- Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.
- Maintains record system for assigned area; processes daily paperwork including personnel information, and/or reports, work orders, and requisitions.
- Performs routine office tasks such as data entry, telephoning, filing, faxing, and photocopying.
- Stays on-call 24 hours a day in case of emergency.
- Serves as liaison between area of responsibility and City customers.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, and volumes; may compute ratios, rates, and percents.
Language Requirements	Reads technical instructions, procedure manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, City employees, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in engineering, architecture, building trades, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.