

Job Class Code: 4955	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise the maintenance of operational functions, equipment, and facilities in the assigned area. The class is responsible for planning and supervising building maintenance and repair. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Plans and schedules activities for the operation, maintenance, and repair of the facility. • Inspects building routinely to ensure proper operation, lighting, energy conservation, building security, and cleanliness. • Supervises staff and performs personnel administrative tasks such as reviewing performance, training, maintaining records and assigning work projects. • Performs necessary electrical, plumbing, mechanical and carpentry work. • Reviews and processes service orders. • Maintains and establishes preventative maintenance programs for building and equipment and service and repair records. • Recommends contracting service for major repairs and monitors performance of contractors. • Performs related tasks as necessary such as assisting in budget preparation and monitoring expenditures. • 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	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; and speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices; uses a wide range of administrative methods in the solution of problems; and requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, clients, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in facilities maintenance or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of 2 years of related, full-time equivalent experience.
Special Certifications and Licenses	Depending on operational needs, may require a valid driver's license and a driving record that is in compliance with the City's 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.

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

Revised 11/14/2019