



## Title: Facilities Supervisor

FLSA Status: Exempt

Safety Status: Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is to manage and oversee the maintenance of City facilities. This is accomplished by maintaining all City owned buildings, ensuring air conditioning, plumbing and electrical systems are in working order, and maintaining the paint, roof and building structures. Other duties include assisting other City departments, overseeing and scheduling the Community Work Squad from the Texas Department of Criminal Justice (TDCJ) Unit, and conducting electrical inspections of residential and commercial projects as needed.

### REPORTS TO:

This position reports to the Public Works Director.

### SUPERVISES:

This position supervises the three maintenance workers and the custodians, acts as lead contact/coordinator for TDCJ Work Squad.

### **ESSENTIAL**

#### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions   | % of Time |
|---|------|---|-----------|
| 1 | L    | Supervises personnel by inspecting facilities to determine repair needs; assigns the daily schedule to personnel crews; designs and manages crew projects; oversees construction and repairs; inspects work completed by personnel crews; generates work orders; calculates personnel time cards; keeps inventory of supplies and ensures office supplies are stocked; oversees budget by monitoring and reviewing expenditures, and forecasting future needs; creates monthly reports for council to review; hires and trains new personnel. | 45%       |



|   |   |   |     |
|---|---|---|-----|
| 2 | M | Performs both minor and major electrical work in all City facilities as needed; replaces equipment and completes all wiring projects for the City.  | 15% |
| 3 | M | Supervises the TDCJ Work Squad by assigning daily duties for the squad; provides transportation for the work crew; and supplies safety equipment and tools for the projects.                            | 15% |
| 4 | L | Conducts facility inspections to existing homes and businesses; installs electrical meters; ensures electricity is on; and inspects the work of electrical contractors for quality and code compliance. | 15% |
| 5 | M | Assists other City departments by ensuring special projects and functions are set up appropriately; moves supplies and equipment; and provides tools or materials to other City departments.            | 10% |

## JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience                                | Over five years up to and including seven years.  |
| Supervision                               | Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. A first line supervisor typically performs these functions.  |
| Human Collaboration Skills                | Decisions regarding implementation of policies may be made during interactions. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.   |
| Freedom to Act                            | Receives Administrative Direction: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance. This is typically a high level management, professional, or executive position.   |
| Technical Skills                          | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.   |
| Fiscal Responsibility                     | Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.   |



|                                    |   |
|------------------------------------|---|
| Reading                            | Advanced - Ability to read papers, periodicals, scientific or technical journals, manuals, financial reports, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.                                |
| Math                               | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.                         |
| Writing                            | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | State of Texas Master Electrician License, Valid Texas Driver's License   |

### OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"-                               |  |   |   |  |
|---|--|---|---|--|
| Sedentary   | Light  | Medium  | X   | Heavy  |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

### PHYSICAL DEMANDS:

| C<br>Continuously<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description-   |
|-------------------|-------------|---|
| Standing          | F           | making presentations, communicating with co-workers, observing work site, observing work duties |
| Sitting           | O           | desk work, meetings   |
| Walking           | F           | to other departments/offices/office equipment, around work site                                 |
| Lifting           | O           | files, supplies, equipment  |
| Carrying          | O           | supplies, equipment, tables and chairs  |
| Pushing/Pulling   | O           | file drawers, equipment, tables and chairs  |
| Reaching          | O           | for supplies, for files   |
| Handling          | F           | paperwork, monies   |
| Fine Dexterity    | F           | computer keyboard, calculator, telephone pad, calibrating                                       |



|                                    |   |   |
|------------------------------------|---|---|
|                                    |   | equipment   |
| Kneeling                           | O | filing in lower drawers                                   |
| Crouching                          | O | retrieving items from lower shelves/ground                |
| Crawling                           | R | inside attics/pipes/ditches                               |
| Bending                            | O | filing in lower drawers, making repairs                   |
| Twisting                           | O | from computer to telephone, getting inside vehicle        |
| Climbing                           | O | ladders, stairs   |
| Balancing                          | O | on ladders  |
| Vision                             | O | driving, observing work site, reading, computer screen    |
| Hearing                            | O | communicating with co-workers and public and on telephone |
| Talking                            | C | communicating with co-workers and public and on telephone |
| Foot Controls                      | F | driving   |
| Other<br>(specified if applicable) |   |   |

#### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, hand tools, drill, various saws, ladder, welder, voltage meter, copier, fax, vehicle, calculator, computer and associated hardware and software

#### ENVIRONMENTAL FACTORS:

| C<br>Continuously | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never | D<br>Daily | W<br>Several Times Per Week | M<br>Several Times Per Month | S<br>Seasonally | N<br>Never |
|-------------------|-----------------|-------------------|-------------|------------|------------|-----------------------------|------------------------------|-----------------|------------|
|-------------------|-----------------|-------------------|-------------|------------|------------|-----------------------------|------------------------------|-----------------|------------|

| <b>-Health and Safety Factors-</b> |   |
|------------------------------------|---|
| Mechanical Hazards                 | O |
| Chemical Hazards                   | O |
| Electrical Hazards                 | F |
| Fire Hazards                       | O |
| Explosives                         | R |
| Communicable Diseases              | R |
| Physical Danger or Abuse           | R |
| Other (see 1 below)                | N |

(1) N/A

| <b>-Environmental Factors-</b> |   |
|--------------------------------|---|
| Respiratory Hazards            | R |
| Extreme Temperatures           | S |
| Noise and Vibration            | W |
| Wetness/Humidity               | W |
| Physical Hazards               | D |

#### PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hard hat, safety vest, rubber boots

#### NON-PHYSICAL DEMANDS:

| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|
|--|--|--|----------------------------|

| <b>-Description of Non-Physical Demands-</b> |  | <b>-Frequency-</b> |
|--|--|--------------------|
| Time Pressure                                |  | F                  |
| Emergency Situation                          |  | O                  |

# City of Hondo, TX



|   |   |
|---|---|
| Frequent Change of Tasks                      | O |
| Irregular Work Schedule/Overtime              | R |
| Performing Multiple Tasks Simultaneously      | O |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | O |
| Other (see 2 below)                           | N |

(2) N/A

## PRIMARY WORK LOCATION:

|                                |  |                     |   |
|--------------------------------|--|---------------------|---|
| Office Environment             |  | Vehicle             |   |
| Warehouse                      |  | Outdoors            | X |
| Shop                           |  | Other (see 3 below) |   |
| Recreation/Neighborhood Center |  |                     |   |

(3)N/A

## SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.