



JOB DESCRIPTION

Title: **FACILITIES MAINTENANCE SUPERVISOR**
Department: Library
Class Code: 7180
FLSA Status: Non-Exempt
Effective Date: November 20, 2013 (Rev. 05/2025)

GENERAL PURPOSE

Under the direction of the Library Director, performs a variety of skilled duties in city owned facilities, which may include H.V.A.C. and other mechanical systems. Supervises daily cleaning, custodial duties, and sanitizing of buildings. Additional duties may include painting, carpentry, minor electrical, cement and tile masonry, dry wall, or other recognized crafts for the purpose of maintaining, repairing or remodeling city owned and operated buildings and facilities.

ESSENTIAL DUTIES *(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

- Assists as directed in the operation and maintenance of mechanical systems, such as plumbing, heating, ventilating, air conditioning, steam system, automatic temperature control, and electrical.
- Establishes, coordinates and oversees contractors/vendors related to building maintenance.
- Assists with computers, printers, phones, TVs, and other IT related items as related to building operations.
- Recommends purchases, cost savings measures, and assists with the development of the budget; responsible for inventory control.
- Hires, trains, supervises and directs the work of any additional custodial staff and volunteers; creates regular periodic cleaning and maintenance schedules.
- Performs preventive maintenance and minor repairs to furniture, equipment, etc.; maintains records of preventative maintenance schedules.
- Maintains facility MSDS sheets to meet safety guidelines.
- Maintains floors: carpeted, concrete, tile, laminate, specialized coatings, and other floorings.
- May be responsible for maintaining routine and specialized equipment warranties and maintenance agreements for machinery and equipment within the library.
- Oversees annual cleaning and maintenance duties.
- Performs weekly, monthly, and quarterly safety checks throughout the facility to ensure a safe and clean environment.
- Assists with exterior needs and snow removal.

- Performs related duties as required, including assisting with maintenance of other facilities throughout the City on an as-needed basis.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school plus four (4) years of related employment in related fields, or any equivalent combination of education and/or experience.

Special Requirements

- Must have a valid Utah Driver License.
- On call status required. Must be available and respond to emergency "call-outs" at any time of day, year-round, regardless of weather conditions.

Necessary Knowledge, Skills and Abilities

- Knowledge of general facility maintenance, repairs, cleaning techniques, products, and procedures for the City facilities.
- Thorough knowledge of proper safety techniques, and procedures according to City policy.
- Supervisory skills for training staff and administering City policy.
- Skill in the operation of a variety of hand tools and equipment commonly used in City facilities.
- Ability to follow written and verbal instructions; ability to communicate, both verbally and in writing; ability to work with co-workers and the public.
- Team and management skills to include assertiveness, organization, empathy, enthusiasm, decisiveness, planning, confidence, accountability, effective delegation, perseverance, and credibility.

TOOLS & EQUIPMENT USED

- Man lift, ladders, robot, scrubbers, hand tools, power tools or other tools needed to complete duties. TV, internet and security cameras with monitoring function as requested by police or attorney's office.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand; walk; talk or hear; and use hands to manipulate, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works on roof, in precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____