

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2020**

**POSITION TITLE: FACILITIES CONSTRUCTION SPECIALIST SUPERVISOR**

**GENERAL DESCRIPTION OF DUTIES**

Under general direction, the position supervises and manages the City's maintenance and department related activities. Employees in this classification perform supervisory and managerial work. Position is responsible for managing and performing maintenance activities for the Facilities Division. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Interprets oral work instructions and other instructions such as work orders or service requests to plan day's work; instructs/assists others in daily activities.

Interprets technical documents such as blueprints and electrical diagrams.

Operates hand and power tools; operates/drives construction/maintenance vehicles or equipment.

Performs indoor construction/modifications such as erecting walls, modifying office space, or otherwise changing interior configurations.

Performs indoor maintenance such as electrical, plumbing, lighting, and repairing other interior facilities.

Performs outdoor construction/modifications such as erecting fences, pouring concrete and erecting signs.

Performs full range of supervisory functions such as hiring, training, assigning work, setting standards, reviewing work, evaluating, counseling; recommends discipline and discharge.

Addresses customer complaints; follows-up to ensure problems are resolved.

Maintains good relations with customers; explains to residents reasons for service work.

Coordinates within department and with other departments on joint or cooperative projects; monitors work tasks and projects to ensure timely completion.

Researches plans, drawings, codes, ordinances, policies and procedures, personnel manuals, union contract, and technical manuals to plan maintenance activities.

Prepares or reviews maintenance schedules.

Supervises inspections of work in progress; coordinates activities on the job.

Supervises or participates in maintenance projects requiring special expertise or experience.

Coordinates with vendors and contractors for special maintenance; monitors contractors' activities to ensure compliance with contracts.

## **FACILITIES CONSTRUCTION SPECIALIST SUPERVISOR**

Maintains supplies necessary for cleaning and stocking of restrooms and offices; estimates materials needed for jobs; orders supplies and materials as needed.

Ensures work projects are completed and closed out properly, and entered into computer system.

Advises management as to budget needs; conducts inventories; orders materials; monitors expenditures.

Conducts regular staff meetings and briefings to exchange information, assign tasks, projects and duties.

Attends seminars and conferences to maintain and improve technical and professional skills.

Prepares periodic logs and reports documenting activities and events within the department such as daily, weekly, and monthly reports.

Interacts with public providing information and services.

Actively employs safety processes and procedures while performing job functions; ensures that subordinates are practicing safety protocols.

Participates in special projects as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may be performed by other unit members.

Performs minor office functions such as answering phone and copying.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by minimum six (6) years previous experience and/or training involving a construction trade; Certification or License in construction may substitute for experience required; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Florida CDL Class B Driver's License

Complete Supervision in Government Training within two (2) years of assignment

## FACILITIES CONSTRUCTION SPECIALIST SUPERVISOR

### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

### ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert sustained physical efforts in very strenuous work, with greater emphasis on climbing and balancing; typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials up to 100 pounds.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, electrical currents, explosives, violence, bright/dim light, noise extremes, vibrations, machinery, dusts or pollen, and traffic hazards.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.