

City of Vicksburg Job Description

Job Title: Director
Department: Building Maintenance
Reports To: Division Head
FLSA Status: N
Prepared By: DLB
Prepared Date: January 9, 2018
Approved by Antoinette Bradley, April 4, 2018

Summary

Supervises and coordinates activities of workers engaged in maintaining, repairing, and remodeling physical structures of buildings and grounds by performing the following duties. Oversees a variety of construction projects. Assesses the work to be done and directs the tasks to be accomplished.

An ability to accurately estimate the costs of work to be done, taking into account, time, labor, and materials. Ability to work with the design professional to discern specifications for the project. Assigns his or her construction teams to execute the building or renovations to be performed. Perform inspections of the work being performed, assess the methods used by workers, and ensure work proceeds in line with agreed-upon specifications.

Generates cost estimates for labor, materials, equipment, and permits necessary to complete a project.

- Plans and manages a construction project, coordinating labor, materials, and equipment, hire and supervise sub-contractors.
- Makes sure all government regulations are followed, proper permits are obtained, and required inspections carried out.
- Monitors project progress to ensure it stays on time and within budget.
- Works with clients and architects to create project plans and scope of work with the assistance of COV Legal Department.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Oversees the general maintenance, repairing, and remodeling of all City buildings, including but not limited to carpentry, plumbing, heating and air conditioning, termite and pest control, and telephone service.

Directs workers engaged in the general cleaning and up keep of buildings including buffing, dusting, sweeping, mopping, vacuuming, and washing windows.

Requisitions tools, equipment, and supplies.

Inspects completed work for conformance to blueprints, specifications, codes and standards.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets City policies to workers and enforces safety regulations.

Establishes or adjusts work procedures to meet production schedules.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with other supervisors to coordinate activities of individual departments.

Performs activities of workers supervised.

Responsible for interviewing potential employees and training new employees.

Responsible of preparing and administration departmental budget.

Involved with evaluation of building that may be purchased by the City.

Supervisory Responsibilities

Directly supervises employees in the Building Maintenance. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A college degree in architecture or engineering or a related building science field with a minimum of four (4) years experience in construction management or a Technical School Degree in a building science or related field with a minimum of 10 years experience in construction management, both inclusive of a residential contractor's license.

Must be knowledgeable on all aspects of construction, including but not limited to accurately estimating job costs; building codes; reading blueprints; carpentry; painting; electrical; and plumbing.

Language Skills

Ability to speak effectively before groups utilizing correct grammar of the English language.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply concepts of complex algebra.

Must have above average mathematical skills, including but not limited to the ability to convert numbers from metric to English scales and the ability to read blueprints.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Basic computer skills including the knowledge of Spreadsheet Software (QuatroPro) and Microsoft Office is preferred. Ability to read and interpret documents, such as procedure manuals, blue prints and instructions. Ability to write bid specs

Other Skills and Abilities

Must have excellent interpersonal and leadership skills; Must be knowledgeable with all construction techniques, job estimates, building materials, and labor costs; Must be able to operate all equipment assigned to the Building Maintenance.

Other Qualifications

Mandatory Overtime, alternative work schedules, and on-call work status will be assigned.

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 is regularly exposed to moving mechanical parts and risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The noise level in the work environment is usually very loud.