

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Facilities Superintendent  
**FUNCTIONAL AREA:** Public Works Department

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### **WORK OBJECTIVE:**

This is highly responsible, technical, administrative and supervisory work planning and directing the maintenance and utilization of the City's inventory of buildings and allied support facilities and systems. Work involves planning, directing and reviewing the work of subordinate technical and operations personnel engaged in a wide variety of building operations and maintenance functions. Employees represent the department at various meetings. Work requires exercising considerable independent judgment and initiative in developing contract specifications, contract-monitoring procedures, and ensuring the achievement of contract administration objectives.

Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

### **ESSENTIAL FUNCTIONS:**

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.

- Plans and schedules the assignments of crews and reviews the work of employees involved in daily maintenance and service or construction and renovation of large buildings, facilities and complexes.
- Reviews proposed and final design/construction of new or modified facilities and provide input as to practicality of operation and ease of maintenance.
- Participates in preparation and administration of annual budgets, prepares weekly work schedules and arranges for overtime work in case of emergency.
- Makes inspections of work sites to determine if maintenance or construction work is being performed as required and checks for safety hazards.
- Writes technical specifications for purchases and contractual services.
- Attends various meetings regarding service user needs, quality improvement, construction and renovation projects and contractual services.
- Maintains operational records and insures necessary tools, supplies, materials and equipment are available for job completion.
- Coordinates the preparation and review of specifications for contracts and new or replaced equipment. Establishes project maintenance systems to identify project time tables and track progress to completion.
- Develops standards for facilities design, construction and space allocation.
- Plans, monitors and facilitates the progress of the section projects through contract review, bid process and all phases of contract completion.
- Represents the section in matters related to specification compliance.
- Coordinates the section completion of assigned tasks with other departments, outside contractors and consultants, and representatives of government.
- Investigates and defines problem areas, conducts studies and prepares reports recommending solutions or courses of action related to contract administration.

## Facilities Superintendent

### MINIMUM QUALIFICATIONS:

#### Education / Certifications / Experience –

Graduation from an accredited four (4) year college or university with a degree in Public or Business Administration, Building Construction or a related field and five (5) to seven (7) years experience in the field of facilities maintenance including contract administration of facilities services; or an equivalent combination of training or experience

#### Knowledge, Skills, & Abilities –

- Knowledge of standard methods, practices, materials, tools, equipment and codes and regulations pertaining to building, mechanical, electrical, air conditioning and other trades.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of effective supervisory techniques.
- Skill in the use and care of tools and related equipment.
- Skill in interfacing effectively in a complex and dynamic work environment, verbally and in writing, with contractors, consultants, employees, other departments.
- Skill in good listening and communications.
- Skill to prepare clear and comprehensive technical reports, recommendations and proposals, verbally and in writing.
- Ability to plan, schedule, assign, supervise and inspect the work of others and establish and maintain effective working relationships with employees and others.
- Ability to read, create and work from plans and schematics, follow and deliver oral and written instructions, keep accurate records and prepare and submit concise and accurate reports.
- Ability to work independently on complex tasks and non-routine matters. Knowledge of modern techniques, methods, procedures, principles and practices of all phases of efficient Facility Management.
- Knowledge of specification writing.
- Knowledge of recent development and sources of information in the field of facility planning and maintenance procedures essential to the upkeep of City buildings.
- Knowledge of project management methods and practices including data processing applications for project tracking and reporting.
- Knowledge of capital planning and budgeting for facilities, including data processing applications.

### PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (80+ pounds).

## **Facilities Superintendent**

### **ENVIRONMENTAL REQUIREMENTS:**

Some work is performed in usual office conditions with some exposure to disagreeable environmental factors, e.g., cleaning chemicals/fumes, mild temperature variations, dust. Some work is performed in outdoor environments. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around vehicle/equipment and lawn maintenance equipment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.