



CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

JOB POSTING

Facilities Maintenance Manager

EMPLOYMENT APPLICATION REQUIRED

CLASS TITLE: Facilities Maintenance Manager

DEPARTMENT: Parks & Recreation

FLSA STATUS: Full-time, Non-Exempt

Description: Under general supervision of the Director of Parks and Recreation, performs light custodial duties monitors and oversees custodial and maintenance sub-contractors providing building maintenance and construction for the City. Performs routine and extensive preventative maintenance and repair on all City buildings. Ensures scheduled maintenance is completed and coordinates projects with sub-contractors. Responsible for complex systems, which include but are not limited to heating, ventilation and air conditioning, electrical, and plumbing. Addresses immediate operational and safety concerns. Perform other tasks as assigned.

ESSENTIAL FUNCTIONS:

- Supervises the maintenance and repair of electrical, plumbing, heating, ventilation and air conditioning systems at City buildings.
- Reviews work completed by subcontractors for compliance with project design and specifications.
- Writes quote specifications for proposals on maintenance projects.
- Arranges and supervises outside contractors for on- site maintenance projects, pest control and irrigation repair.
- Conduct facility inspections for efficiency. Fix any deficiencies found.
- Submit invoices to the department admin for payment of services.
- Makes recommendations to department head regarding department project, maintenance, and budget needs.
- Oversees and monitors maintenance budget and reviews and approves expenditures, per policy.
- Perform routine, repetitive daily inspection and maintenance necessary to building exterior/interior. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair. Fulfill work order requests. Travel from site to site; inspect facilities, buildings and grounds for routine maintenance; prioritize repairs
- Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, exit signs, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.)
- Completes basic HVAC repairs/pump repair by installing filters, cleaning condensers, troubleshooting equipment, replacing belts, clearing drain lines, performing preventative maintenance on HVAC systems and cleaning grates.
- Performs minor plumbing maintenance by replacing flush valve kits, bowl wax and faucets, unclogging drains and commodes, repairing leaks and performing preventative maintenance on plumbing systems.
- Performs painting (e.g. walls, floors, roofs, doors, window panes, etc.), carpet repair, carpentry, masonry work and fence repair.
- Inspect condition of roofs regularly; clean roof gutters and drains.
- Reconfigures, repairs, installs, positions, and re-mounts furniture and office equipment.

- Responsible for routine custodial work and cleaning activities at least twice a week such as sweeping exterior walkways; interior entryways; hallways, clean interior and exterior windows and glass; mopping; cleaning restrooms and toilets; vacuuming traffic areas; spot cleaning carpets, and wiping tables as needed. Emergency cleaning of spills or of jail cells will be necessary and handled as requested.
- Arranges furniture and equipment for special events, City Council and Court, etc.
- Coordinates with Department Admin to order parts and supplies for repairs and janitorial needs. Purchases parts and supplies from local supply stores.
- Cleans and pressure washes building and ground areas such as sidewalks and parking lots. Insures dumpster areas are kept clean and in a safe condition.
- Operates and maintains vehicle, tools and equipment in accordance with all safety regulations and procedures; identifies and reports problems requiring additional attention. Keeps all work areas and maintenance areas clean and neat and free from trash
- Prepares and installs special event signage and marquee signage as required.
- Performs other work related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of building maintenance techniques and methods.
- Knowledge of electrical, plumbing, mechanical, HVAC and related building trades.
- Knowledge of construction and related materials and tools.
- Knowledge of safety methods and techniques for building maintenance.
- Knowledge of custodial principles and practices.
- Skill in overseeing and monitoring contracted work.
- Skill in identifying and specifying building maintenance requirements for proposals.
- Skill in reading and interpreting a variety of building construction documents.
- Skill in effective oral and written communication.

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

- High School diploma or equivalent, **and** five (5) years building maintenance experience including experience in electrical, plumbing, carpentry, and HVAC; **or** equivalent combination of education and experience.
- Possession of a valid Texas driver’s license

EQUIPMENT AND TOOLS UTILIZED:

- Equipment utilized includes trucks, tractors, lifts, electrical testing equipment, ladders, switches, pumps, gauges and various construction related tools.

SALARY INFORMATION: \$40K – 55K DOQ

INSTRUCTIONS FOR APPLYING FOR EMPLOYMENT: This position is open until filled. Interested applicants must submit a “signed” employment application, (resumes are only accepted with a signed & completed employment application), to Human Resources. Scanned employment applications can be e-mailed to hr@ci.jersey-village.tx.us . Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040.

Application available at
http://www.jerseyvillage.info/upload/page/0021/docs/Application_for_Employment.pdf

EQUAL OPPORTUNITY EMPLOYER