



CITY OF JERSEY VILLAGE, TEXAS

16327 Jersey Drive



Jersey Village, Texas 77040

JOB POSTING Facilities Maintenance Manager

POSITION:	Facilities Maintenance Manager	DATE POSTED:	09/25/2017
DEPARTMENT:	Parks and Recreation	FLSA STATUS:	FT, Non-exempt

Summary: 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. 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.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job 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 contract specifications for bid proposals on maintenance projects.
- Arranges and supervises outside contractors for on maintenance projects, pest control and irrigation repair.
- Conduct monthly facility inspections for efficiency. Fix any deficiencies found.
- Prepares invoices for payment of services.
- Makes recommendations to department head regarding project and maintenance needs.
- Oversees and monitors maintenance budget and reviews and approves expenditures.
- Provides common custodial duties such as trash removal, changing lightbulbs, light plumbing work, and similar.
- Collaborate with the Director of Parks and Recreation in the preparation assigned department budgets.
- Performs other 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 bid proposals.
- Skill in reading and interpreting a variety of 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.
- Prefer HVAC license.
- Must pass a post-offer pre-employment drug screening and/or physical exam.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both internal and external environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, climbing ladders, occasional standing, bending, reaching, kneeling or lifting such as when reviewing plans, specifications, and conducting inspections.
- May be subject to extreme weather conditions, dangerous machinery, potential physical harm, hazardous chemicals and electrical current.

Equipment and Tools Utilized:

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

APPLICATION DEADLINE: Open until filled. E-mail applications to hr@ci.jersey-village.tx.us or fax to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040, (713) 466-2142. Application available at www.jerseyvillage.info

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