

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PUBLIC PROPERTIES SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: PUBLIC PROPERTIES SUPERINTENDENT

DATE: 09/24

JOB SUMMARY:

Supervises and coordinates activities of others and engages in work associated with municipal construction projects and building maintenance. Oversees the projects' progress and provides technical expertise.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, and evaluates daily operations to include scheduling and specifying policies, procedures, equipment, and staffing; plans short-term activities and special projects; develops and implements work objectives; supervises the work of volunteers.

Serves as the City's designated Project Manager on large construction and mechanical upgrade projects. Write and review Requests for Proposals for facilities maintenance work.

Oversees administrative activities such as rectifying records problems and assisting with preparation of divisional budget; maintains facility and operation files and historical data on facility maintenance operations; maintains employee time sheets and payroll records.

Identifies and develops potential sources of supplies, materials, equipment, and services capable of providing appropriate quality at appropriate prices; submits requisitions according to research; manages the purchasing and inventory control of parts, equipment, and supplies for division.

Attends and participates in staff meetings, completes required forms and paperwork, and prepares work program; reports progress periodically.

Plans, allocates, and monitors time, people, equipment, and other resources for the division to ensure efficient organization and completion of work. Manage smart-phone based electronic workorder and preventive maintenance program.

Prepares project scope of work, maintains construction cost estimates and expenditure records.

Oversee the division's Commercial Driver's License program. Coordinates and supervises the division winter operations, including airport snow removal operations and at other assigned municipal facilities.

Reviews plans to insure the consistency, accuracy and economical design related to city codes, construction standards and specifications.

Performs assorted carpentry tasks such as installing and repairing doors and door frames, windows, sheet rock walls, tile floors, roofs, and fences; builds cabinets and roofs; performs remodeling, painting, and other required work.

Performs assorted plumbing work, including but not limited to installing and repairing toilets, sinks, and pipes; fixes leaks; rebuilds steam lines, water lines, and drainage lines; solders copper pipes; repairs steam, gas, and oil heating systems.

Performs electrical work such as wiring panel boxes, changing light switches, replacing motor pumps, running wire to conduits, running telephone wires, repairing technically complex airport runway lights, and other tasks.

Performs grounds maintenance work such as mowing lawns around buildings and federally regulated airport runway areas, raking leaves, and trimming trees and brush.

Knows principles and processes for providing customer support including; customer needs assessment, meeting documented quality standards for services, and evaluation of customer satisfaction

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including participating in hiring process, training in job skills, appraising performance, recommending salary adjustments, addressing complaints, resolving problems, and planning, assigning, and directing work. Responsible for meeting State and Federal requirements relating to voting and polling places.

Oversees the operations of automated heating and cooling systems. Responsible for programming setpoints, adjusting or developing graphics, and troubleshooting programmable logic controllers. Act as the City's interface with contracted technical personnel and skilled tradespeople.

Oversees the maintenance of fire alarm and suppression systems including taking systems off line as a Registered Agent with the Fire Department.

Installs, operates, and maintains security systems including IP based access control and security cameras

Operates and maintains athletic facilities and Public Bathing Facilities (PBF) including leading annual State and Federal PBF certification and safety efforts

Ensures that quality standards and compliance with regulations are maintained.

Supervises State Licensed tradespeople as required by State law.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools and Meters
Motor Vehicle

De-icing and Traction Material
Computers and Computer Software

Power Tools
Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent from a four-year college or technical school, and four to six years of progressively responsible experience in building trades; and, two to four years of experience in supervisory capacity or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

Valid Certified Pool Operator certificate.

Other trade-specific licensure or certifications may be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment used in the construction, repair, and maintenance of buildings and other municipal structures.

City, state, and federal laws applicable to building, plumbing, electrical, and mechanical codes.

Modern purchasing methods and procedures, and of the laws, rules, regulations, codes, and statutes governing the purchase of materials, supplies, equipment, and services.

Accepted personnel practices, procedures, and polices including supervision, training, and performance evaluation.

Technology applications, including; Microsoft Office, Building Automation Systems (BAS), and proprietary computerized maintenance management system (CMMS), and database software.

Occupational hazards, safety regulations, and precautions relating to the maintenance trade and the protection of public safety.

Methods, materials, and equipment in used in facility custodial maintenance work.

Federal Airport safety and maintenance requirements.

State and Federal election law.

Practices of carpentry, masonry, plumbing, electrical, or heating and air conditioning work.

Skill in:

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Use of various types of hand and power tools.

Preparing clear and concise reports, correspondence, and other written materials.

Repair and maintenance of a wide variety of trade disciplines.

Mental and Physical Abilities to:

Determine appropriate staffing, equipment, materials, and time requirements for routine maintenance and minor buildings maintenance projects.

Prepare and maintain records and reports.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Lay out, assign, and supervise the work of skilled tradesman and helpers.

Work from oral and written instructions, specification, and blueprints.

Establish and maintain effective working relationships within the workplace.

Deal courteously and diplomatically with the general public.

Communicate effectively, both orally and in writing.

Read, analyze, and interpret technical procedures and government regulations.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

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Frequently lift light and move objects up to 70 lbs. without assistance.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office or outdoors, where the employee may be exposed to cold or inclement weather.

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, and irritating chemicals.

Work requires the use of protective devices such as masks, goggles, or gloves.

Work requires the use of employer provided uniforms.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.