

CITY OF EAST PROVIDENCE EMPLOYMENT OPPORTUNITY



SUPERINTENDENT OF PUBLIC BUILDINGS

Union: EPPMTEA

Pay grade 45 (\$75,152.90-\$87,611.11)

Under the general direction of the Director of Public Works, this position is responsible for supervising personnel within the Public Buildings Division of the Department of Public Works. Responsible for managing and directing the maintenance, repairs, and cleaning of city owned buildings. Provides recommendations concerning the necessity to contract for outside services for routine or emergency repairs and/or maintenance. Responsible for oversight of all building projects. Provides direct supervision and management to personnel. Supervises and assists employees in emergency repairs.

DUTIES & RESPONSIBILITIES:

- Establishes, administers and participates in daily work schedules and prioritizes assignments for employees. Establishes standard operating procedures for custodial and maintenance care of all city buildings and grounds. Reviews work performed by personnel to ensure that all work is performed in a proper and efficient manner.
- Responsible to engage and supervise employees to ensure all city buildings are properly maintained, cleaned and repaired at satisfactory levels. Provides and recommends training, performance reviews, maintains payroll and personnel records as appropriate.
- Participates in developing facilities budget and responsible for managing and adherence to adopted budget to include estimates, bills for equipment, supplies and services and proper reporting of such to plan, develop and execute effective facilities operations.
- Develops and implements a maintenance program addressing routine, preventive, planned and emergency maintenance for City buildings. Conducts regular physical inspections of all buildings, grounds and equipment to ensure that high standards of workmanship, cleanliness, safety and security are maintained. Reports the results of all inspections in writing for city buildings to the Director of Public Works along with a plan to correct any deficiencies.
- Maintains security measures for city buildings including alarm systems, door locks, etc.
- Provides monitoring and management of building utility use and bills (gas, oil, electric), energy efficiency and energy savings programs. Reviews bills for equipment, responsible for the operation and maintenance of all HVAC systems.
- Responsible for preparing specifications for all purchases and/or contracts for the city including cleaning supplies, equipment and contract services.

- Reviews and makes recommendations for the selection and retention of vendors. Supervises, evaluates and monitors vendor performance as well.
- Responds to emergency repairs or system maintenance during off hours. Emergency and storm related events are to be handled as top priority over all other work assignments.
- Responsible for development and administration of safety program, including but not limited to, maintaining up to date material safety data sheets (MSDS) for all products used by personnel in maintaining all building operations.
- Responsible for adherence and compliance with regulatory programs and protocols to include but not limited to ADA compliance issues, AHERA (Asbestos Hazard Emergency Response Act), water, mold and radon testing, DEM (Dept. of Environmental Management). This includes maintenance and up to date and accurate records keeping.
- Maintains a coordinated inventory program of all city supplies and equipment.
- Maintains appropriate records pertinent to the maintenance and equipment for the City.
- Maintains familiarity with current best practices in trades, (HVAC, electrician, carpentry, construction, plumbing, etc.).
- Supervises contracts with major firms for preventive maintenance of roofs, burners, controls, and all components of all buildings.
- Perform other related duties and tasks as may be assigned.

DESIRED TRAITS AND ABILITIES:

- Good communication skills both oral and written.
- Ability to prepare and present written reports.
- Ability to troubleshoot maintenance issues and investigate building complaints.
- Ability to maintain accurate records.
- Ability to instruct others and to plan, assign and supervise the work of subordinates.
- Ability to understand and effectively carry out oral and written instructions. Thorough knowledge of modern methods, materials and supplies used in building, cleaning, maintenance and the basic operation of HVAC systems.
- Ability to manage routine and emergency building maintenance. Considerable knowledge of the methods, tools, and equipment used in the building maintenance trades.
- Ability to read blue prints

- Ability to climb and descend ladders, ability to lift up to 50 lbs., manual dexterity, ability to work in tight confined spaces.
- Prior experience in managing and supervising major maintenance projects.

MINIMUM QUALIFICATIONS:

I. Graduation from a high school or trade school plus two years of advanced schooling or training at a post-secondary institution of higher education.

II. Five or more years' experience in building maintenance management, three to five years in a supervisory capacity, or any equivalent combination of education, experience and training which provides the desired abilities, knowledge and skills.

PREFERRED QUALIFICATIONS:

OSHA 30 Safety Certification

Certified Facilities Manager Certification or ability to obtain within one year of employment

Project Management Professional Education / Certification

Knowledge and experience with work order software

EXAMINATION WEIGHT

Oral 100 %

Please apply online:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than Friday, March 25, 2022 at 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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