



Classification Description

OUR VISION:

To be the acknowledged leader in public assembly venue management in the region

OUR MISSION:

To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues

OUR VALUES:

Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community

Job Title	Facilities Maintenance Construction Supervisor - PCPA	Bargaining Unit	Non-represented
Functional Job Family		Classification #	8210
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Grade #	323
Position Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Revision Date	May 2007

Summary:

Supervise and coordinate the work of staff involved in building engineering maintenance and repair, electrical work, building construction remodeling and tenant improvement. Perform a variety of construction design, maintenance and repair projects. Assist in the implementation of established policies, programs and services to ensure effective utilization of resources and regulatory compliance.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Supervise, coordinate and review the work of staff involved in all aspects of building engineering and electrical maintenance and installation, construction and remodeling of facility's interiors, maintenance and repair, including journeyman level carpentry, framing, drywall, painting, roof repair, lock and key maintenance, and routine plumbing.
- Develop and implement facility inspections to ensure all building repair needs are met.
- Supervise and coordinate services specific to facility assignment, such as support to stage services.
- Manage and oversee the work of contractors and vendors; prepare, submit and review requests for proposals, select appropriate vendor.
- Manage department inventory of supplies, materials, and equipment; plan and schedule necessary equipment; ensure all equipment is in good working condition; contract maintenance and repair services of equipment; maintain paint charts and coating inventory.
- Collaborate and coordinate projects with clients, promoters, exhibitors, vendors and contractors.
- Coordinate activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.
- Assist in the development and implementation of policies, practices and procedures.



- Ensure that practices, policies and priorities of assigned projects and functions are followed; assist with monitoring and evaluating processes, methods and procedures.
- Ensure work is performed in compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

Secondary Functions:

- Other duties which may be necessary or desirable to support the agency's success.

Supervisory Responsibilities:

This position functions primarily as a first-line supervisor, ensuring that subordinate staff has clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience; Certificates, Licenses, and Registrations:

- High School Diploma or GED, and
- A minimum of three 3 years of building maintenance, construction management, or tenant improvement experience, including
- A minimum of one (1) year of supervisory or lead experience.
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Necessary Knowledge, Skills and Abilities:

- Knowledge of building maintenance, including building construction, HVAC and operating systems, plumbing systems, electrical systems and mechanical equipment repair; and tenant improvement.
- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact work.
- Skill in carpentry, drywall, framing, painting, plastering.
- Skills in the use of various hand and power tools.
- Ability to use good judgment and make sound decisions in a fast-paced environment.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to read and interpret instructions, drawings and schematics.
- Ability to manage staff and resources in an effective and efficient manner.
- Ability to effectively guide, direct and motivate staff.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to work nights, weekends and holidays.



Physical Demands / Work Environment:

- Frequently required to read computer screen or other monitors; see and/or respond to visual cues; hear and/or respond to verbal/audio cues; stand and/or walk for extended periods of time; perform repetitive motions of hands and wrist; reach with hands and arms; twist and/or bend; climb, stoop, kneel, crouch or crawl; lift, push pull and/or carry objects up 50 pounds; work near or around electricity.
- Frequently exposed to fumes or airborne particles; outdoor weather conditions; toxic or caustic chemicals.
- Rarely required to sit for extended periods of time.
- Rarely exposed to extreme cold and/or heat.

“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”

APPROVED:

MERC General Manager	Date

MERC Human Resources Manager	Date