

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 19-24 **Post Dates:** 1/24/19 – 2/15/19

Classification Title: Buildings Maintenance Manager

Salary Range: \$56,400 - \$66,450

Location: Department of Public Works

Term of Appointment: Regular/Full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:

Under the administrative direction of the Director of Public Works, the Buildings Maintenance Manager directs, manages, supervises and coordinates the activities and operations of the Buildings Maintenance Division within the Public Works Department including organizing, administering and leading a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the buildings, facilities, equipment, and furnishings of the City.

ESSENTIAL JOB FUNCTIONS:

- Supervises, directs, assigns and evaluates the daily work of assigned staff; trains employees in work procedures, standards and safety practices, interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies and recommends performance recognition and disciplinary action.
- Performs a variety of professional and technical tasks involved in the management of the unit, including: participating in the planning, preparation and monitoring of the operating budget activities for the Buildings Maintenance Division; monitors expenditures and prepares long-and short-range plans.
- Develops and implements an on-going comprehensive maintenance plan that is both corrective and preventative for the upkeep of all buildings, facilities, grounds and the major facilities systems (HVAC, mechanical, plumbing, electrical and structures) of the City. Provides an efficient work system for repairs of facilities and equipment that ensures all maintenance and repairs are completed in a timely fashion and provides regular work order status reports of the Buildings Maintenance Division.
- Coordinates and administers contracts with outside service providers; reviews work performed and authorize payment for services rendered.
- Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field related to building maintenance; incorporates new developments as appropriate.
- Other duties as assigned.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed indoors and outdoors under dirty, uncomfortable, noisy and hazardous conditions and in all types of weather conditions.
- Duties require good eye-hand coordination and the ability and stamina to perform heavy manual physical labor, move items weighing in excess of 50 lbs. on a repetitive basis, as well as the ability to crawl, climb, bend, twist, stoop, kneel and to maintain such activities throughout a work shift.
- Weekend, holiday and after-hours work are sometimes required, as well as after-hours response and emergencies.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or GED required.
- Ability to effectively communicate in business English in written and verbal medians.
- Five (5) years increasingly responsible experience in building maintenance operations, including three (3) years of supervisory experience required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform this job.
- Obtain the Carl Vinson Institute of Government Public Works Management Certificate or equivalent in a reasonable time as determined by the Director.
- Must possess and maintain a valid Georgia Driver's License throughout employment.
- Must maintain an acceptable Motor Vehicle Record (MVR) throughout employment.
- Ability to work with and direct volunteers.

This position requires pre-employment, post-accident and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**