



**CITY OF ROCHESTER HILLS
Human Resources Department**

NOTICE OF FULL-TIME, UNION POSTING OPENING
For Internal/External Applicants
Revised 12/08/16

Classification: Supervisor of Facilities
Location: Building/Ordinance Compliance/Facilities
Rate of Pay: \$29.118 - \$37.680 hourly (2017 rates); plus benefits including 18% employer contribution toward retirement benefits

The City of Rochester Hills has one vacancy for the full-time, union position of Supervisor of Facilities in the Building/Ordinance Compliance/Facilities department, located at City Hall.

General Description

Responsible for implementing the Facilities Strategic plan that will ensure City buildings and properties are operated and maintained in an efficient and effective manner, as well as training, advising, directing, assisting, and supervising, the Facilities staff in the completion of their day to day duties.

This job narrative is for informational purposes only and is not intended to be all-inclusive or limiting relative to specific job duties.

Required Minimum Qualifications

- High school diploma and seven years' progressive experience in Building maintenance, operations, and construction OR two years of college or an Associates Degree in a related field of study and four years' progressive, directly related experience OR Bachelor's Degree in a related field of study and one to two years' directly related experience.
- One to two years' supervisor experience.
- Ability to read blueprints and schematics.
- Written and verbal skills necessary to explain, justify or report the activities of this division.
- Working knowledge of building and operation components including but not limited to: carpentry, electrical, plumbing, pipe fitting, heating/cooling, grounds keeping, telephone systems, roofing and energy conservation.
- Mathematical skills needed to estimate costs/resources and to evaluate/compare facilities operation activities.
- Basic computer skills including the use of spread sheet applications and data base programs.
- Knowledge of basic supervisory practices.
- Valid Michigan driver's license with no more than four points currently on record.

Desirable Qualifications

- Facilities Management Professional Certification.
- Knowledge of OSHA and MIOSHA practices and standards.
- Knowledge of first aid and safety practices and requirements.

Note: *The selected candidate must pass a pre-employment physical examination.*

Examination Information

Assessment Exercise: To evaluate technical knowledge necessary for successful performance in this position (70% passing).

Oral Evaluation of Qualifications: To evaluate technical knowledge, decision-making/problem solving skills, employment history, communication skills, and other factors related to successful performance in this position.

Note: *The above examination information may be modified for this or future postings.*

Essential Job Functions

- Establishes and maintains divisional work schedules and procedures.
- Coordinates staffing needs with Facilities Coordinator and Department Director.
- Prepares agendas and conducts staff meetings.
- Evaluates and recommends equipment purchases including HVAC systems, environmental controls and security systems.
- Monitors work performance of assigned personnel and trains employees in general maintenance/operation activities along with safety procedures.
- Coordinates with other City departments to facilitate construction, repair, installation, and alteration projects.
- Reviews costs, progress of work projects, preventative maintenance programs, and budget matters to identify potential problems and determine possible solutions.
- Monitors work order entries for accuracy and completion.
- Determines and initiates corrective measures in emergency maintenance situations.
- Works in coordination with the centralized Purchasing Division to evaluate proposals and bid responses.
- Assists with the development of specifications for division purchases.
- Utilizes asset management software to track, record, monitor, and evaluate building maintenance operations.
- Reviews invoices and authorizes payment.
- Inspects major work projects while in progress and when completed to ensure compliance with job specifications and procedures.
- Assists the Director in the preparation, justification and control of the annual division budget.
- Handles all matters associated with state/local inspections which include the boiler, elevator and chemicals.
- Sketches, plans, reviews and interprets blueprints and manufactures specifications and orders materials/equipment for repairs and installation.
- Reviews facilities, equipment and procedures to insure compliance with OSHA and MIOSHA standards.
- Works with the centralized Purchasing Division on all related projects and purchases.
- Represents Building Department/Facilities Division at City Council meetings.
- Serves as Project Manager for various Facilities Projects.
- Establishes and maintains effective communications and working relationships with others including other City staff, contractors and the general public.
- Ensures compliance with safe work standards and practices.
- Performs other duties as required.

Physical Demands/Work Environment

The work requires some strenuous physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds. The work may require specific physical characteristics and abilities such as heightened strength, mobility, dexterity and full range of motion.

It is the policy of the City of Rochester Hills to hire qualified individuals with limiting conditions in accordance with all applicable state and federal laws. Applicants having a limiting disability requiring some special accommodation to participate in the examination process, as described above, must notify the Human Resources Department of that fact at the time of application, or at least one week prior to test date. Questions relative to this matter should be referred to the Director of Human Resources.

Submit a [City of Rochester Hills Employment Application](#) via e-mail, mail, fax or in person. **A City Employment Application is required and the application must be received within the posting period as specified.** An employment application is available on the City's Website at www.rochesterhills.org or in Human Resources Department, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309. Phone: (248) 656-4708; Fax: (248) 656-4739; E-Mail: humanresources@rochesterhills.org. **Due to security risks, the City will only accept DOCX and PDF file formats.**

Date Posted: December 5, 2016

Open Until Filled

First Consideration Cutoff: December 23, 2016 – 5:00 p.m.

EQUAL OPPORTUNITY EMPLOYER