



Facilities & Fleet Maintenance Supervisor

City of Kenmore

SUMMARY

Participates in and supervises employees and private contractors in the performance of day-to-day maintenance, operation, and repair activities for City facilities, vehicles, and equipment. Assists in the development of budgets, facility plans, and preventative maintenance management systems. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Public Works Operations Manager in planning and implementing the Department goals and objectives.
- Oversees a variety of custodial duties at City Hall, the Hangar Building, and other City owned facilities (including, but not limited to mopping, vacuuming, floor stripping and buffing, operating powered cleaning equipment, dusting, restroom cleaning, window washing, and cleaning fleet vehicles).
- Manages and maintains facility access with a combination of hard keys, electronic access control systems, and programs.
- Maintains building security when the facility is closed or partially open for a specific event.
- Manages, coordinates, and schedules routine, re-call, and emergency vehicle and equipment maintenance under contract with Northshore Utility District and dealerships.
- Develop and manage contracts for an array of maintenance services. Requests bids for work and negotiates contracts.
- Closely monitors and supervises contract work. Keeps field notes and reviews and monitors contractors' work documentation. Confirm and sign off on work performed during billing cycles.
- May provide labor and other resources to other divisions and departments in the City.
- Troubleshoots problems and resolves non-routine maintenance and repairs.
- Drives, operates, and maintains fleet vehicles and a variety of equipment.
- May perform all levels and forms of maintenance work within facilities and fleet.
- Utilizes proper safety precautions in all work performed; recognizes and reports safety hazards, equipment problems, and emergency situations.
- Completes work according to specific work orders.
- Performs semi-skilled and general labor in plumbing, electrical, mechanical, carpentry, painting, and concrete work.
- Uses electronic service request and asset management software.
- Interacts frequently with internal and external customers.

- Provides support to recreation, facility rentals, and special events located in City owned facilities and/or properties
- Occasionally work evenings and weekends.
- Responds to facility and fleet related emergencies including evenings, weekends, and holidays.
- Organize and maintain the City's Safety Data Sheets.
- Maintains and manages facility and fleet first aid supplies and Automated Electric Defibrillators (AED) in City facilities.
- Ensures team effectiveness and success in achieving division goals and objectives.
- Assigns and delegates tasks.
- Ensures employees and contractors complete tasks assigned.
- Coaches, mentors, and trains division employees. Conducts performance evaluations of employees supervised.
- Provides guidance and instruction in the proper and most efficient method of accomplishing tasks.
- Provides technical expertise and may perform some specialized tasks depending on individual expertise and abilities of staff.
- Coordinate with Human Resources on driver evaluation procedures and compliance.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- General principles of facilities and grounds maintenance including but not limited to hard surfaces, parking lots, surface water infrastructure, signs, and markings maintenance and construction.
- Methods and principles of general building maintenance and systems including, but not limited to carpentry, plumbing, painting, electrical, HVAC systems, access control/security systems, and door lock systems.
- Experience with basic cleaning methods, procedures, and techniques with knowledge of green cleaning materials, methods, supplies, and equipment.
- Assigned work area including occupational hazards and appropriate safety requirements.
- Health and safety hazards associated with the operation of the section and the necessary safety and health precautions required.
- Safety Data Sheets (SDS).
- Skill in effective preparation of work schedules and assignment of work; skill in overcoming service provision problems; and training less experienced workers.
- Stormwater regulations as it relates to City facilities.
- Asset management practices including familiarity with asset management software.
- Customer service and problem-solving techniques.
- Work as contributing member of a team, work productively, and cooperatively with other teams and external customers.
- Sufficient interpersonal skills to exercise patience and discretion in communications with others inside and outside the organizations, and to communicate technical concepts to others.

Abilities:

- Independently perform all the duties of the position and to exercise judgment and discretion in making significant business decisions.
- Work irregular hours and schedules including evenings, weekends, and holidays to attend meetings, conduct meetings, and for other scheduled events.
- Physically participate in the set up and tear down of recreation activities, reservations, and events.
- Assist with developing and managing a budget.
- Use sound judgment when making decisions, interpretations, and in communications with others.
- Plan, organize, and prioritize work to meet schedules and timelines.
- Develop scopes of work, solicit bids, and oversee work to be performed by outside contractors.
- Operate a Windows PC using Microsoft Office software primarily for email, calendars, and creating word or Excel documents.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Function both indoors and outdoors.
- Sufficient ambulatory ability to move about the office and to off-site locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation.
- Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Manual and finger dexterity to write and to operate computers and other office equipment.
- Alternatively sit and stand for sustained periods of time.
- Occasionally lift objects weighing approximately 50 pounds.
- Driving ability to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires a high school diploma or GED and
- Five years' experience in a similar position with a closely related maintenance function
- Supervisory experience or basic training in supervision.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work performed will primarily take place indoors in an office environment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Add the following information as applicable to the position: [This position is eligible for a partial teleworking arrangement]. [This position is required to be available for evening hours to attend or present in-

person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary]. [include any information related to on-call availability]

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Public Works, Operations Division

FLSA: Non-exempt

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