



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

SUPERINTENDENT OF FACILITIES & ARENA MAINTENANCE

EFFECTIVE DATE: 10/01/2021

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center & various Village Facilities	FLSA STATUS: Exempt
CLASS CODE: 8275	RANGE: S23	PENSION: IMRF
		UNION: NU
REPORTS TO: Public Works Director & Asst Public Works Director	LEVEL OF SUPERVISION RECEIVED: Works under the guidance and direction of the Public Works Director & Asst Public Works Director	LICENSE/CERTIFICATES: Valid Illinois driver's license

SUMMARY:

Functions as operations administrator of the Village's Facilities Program. Performs a variety of routine and complex administrative, technical, and professional work in the development, implementation, evaluation, and coordination of various Village facilities.

Responds to and interacts with residents, employees, contractors, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Supervises and directs daily activities of Facilities staff; assigns work projects to Maintenance II's & I's for completion. Discusses daily operations of the facilities program with program maintenance staff, contractors, and internal customers, and determines actions necessary to resolve problems as they arise.	Daily 30%

2.	Evaluates work performance of immediate staff and prepares annual performance reviews of all subordinate staff for the Department's Facilities team.	Daily 20%
3.	Conducts field inspections of Departmental/Facilities projects during progress to assure adherence to specifications and the pertinent control mechanisms. Responsible for the management and administration of the Village's construction alterations, renovations, and major repair projects. Reviews proposed installations and/or modifications affecting facilities for adherence to correct form, function and operation, and recommends any changes necessary.	Weekly 10%
4.	Conducts field inspections of Departmental/Facilities projects during progress to assure adherence to specifications and the pertinent control mechanisms. Responsible for the management and administration of the Village's construction alterations, renovations, and major repair projects. Reviews draft and final plans for improvements/modifications/contractual maintenance to present facilities.	Weekly Less than 10%
5.	Supervises maintenance of required Departmental records and preparation of reports, outlining unit activities for presentations on a regular basis. Answers inquiries and/or requests for service, from Village internal customers/other departments. Incorporates internal customer feedback into evaluation of process improvements.	Monthly 10%
6.	Oversees improvements for existing buildings. Manages day-to-day operations of annual renovations, repairs, and preventative maintenance programs.	Monthly 5%
7.	Centralizes the assembly of specifications, contract administration, construction supervision and inspections, materials/equipment purchases and warranty claim processing. Implements more comprehensive cost control procedures.	Weekly 20%
8.	Enables more continuous monitoring of all facilities to reduce potential loss impact due to safety related items and/or occupational health related concerns. Performs annual inspections of public buildings/facilities, and follows up on all things related that require attention.	Daily 100% Annually less than 5%

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates requests for, and approves scheduling of, vacation leave and other time off for staff, to maintain maximum operating efficiency of the Department.
2.	Prepares yearly departmental budget, as well as providing assistance to other departments, Fire, Police, Developmental Services, etc., with information and expertise for use in preparing their budget submittals. Approves expenditures of appropriations, completes purchase requisition assembly, prepares specifications for bid proposals, and assembles documents related to requests for proposals.
3.	Serves as a liaison for various commissions and groups providing technical knowledge as well as direction and guidance. May serve of various employee committees and groups.

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| 4. | Supervises and participates in regular physical inspections of all public buildings. Follows Village-wide and departmental safety rules and practices. |
| 5. | Provides a better concentration on development of improved emergency procedures in the event of commercial power losses, major system failures, fires, or any potential disaster affecting facilities. |
| 6. | Provides a better concentration on security measures to ensure employee safety and employer control. |
| 7. | Provides a comprehensive energy management program. Researches and provides cost savings recommendations related to facility energy consumption. |
| 8. | Performs other duties, tasks, and responsibilities as assigned. |

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

Directly supervises employees within the Public Works Department. Supervisory responsibilities include coordinating and participating in interviewing, hiring, and overseeing training of all department employees; assigning and directing work; appraising performance of immediate employees assigned on annual reviews; addressing complaints and resolving problems.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Facilities Management related

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

5 Years
5 Years

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Interpreting engineering plans and specifications.

Understanding and interpreting all governmental requirements, rules and regulations as they pertain to the operation of facilities.

Detail oriented assignment completion, writing and documentation skills and networking skills.

Skill in organizing, planning, and supervising.

Ability to concentrate upon diagnosis of problems and to innovate fixes.

Ability to read and interpret facility blueprints, specifications, and drawings.

Familiarity with process based re-engineering of workflows.

Ability to analyze and improve service delivery procedures, programs, and policies. Ability to adapt to change.

Skill in the ability to deal with all levels of management, both within the Village and within private sector business of all types.

Excellent computer skills with internal customers of the Facility Operations Team in order to increase corporate efficiency and productivity of their work environments.

Skill and experience in project design and construction of small to large scale projects.

Ability to identify and realign ineffective department processes.

Analyze administrative and operational procedures and to subsequently make appropriate recommendations.

Working knowledge of municipal government procedures, practices, and methods.

Ability to perform and complete complex assignments without or with limited supervision.

Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.

Ability to plans, supervise, lead and evaluate work large and small team activities.

Ability to work efficiently under pressure with frequent interruptions.

Ability to work on multiple projects and tasks simultaneously.

Ability to interpret, evaluate, and analyze information to reach logical conclusions and to make sound decisions

Ability to demonstrate cooperation, flexibility, and adaptability.

Ability to maintain routine records, prepare legible and accurate reports, and prepare other forms required by the Village.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>X</u>	_____
Walks	_____	_____	<u>X</u>	_____
Sits	_____	_____	<u>X</u>	_____
Uses fingers in a repetitive motion	_____	<u>X</u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<u>X</u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u>X</u>	_____	_____
Climbs or balances	_____	<u>X</u>	_____	_____
Twists or turns	_____	<u>X</u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>X</u>	_____	_____
Pulls, pushes, or carries	_____	<u>X</u>	_____	_____
Talks or hears	_____	_____	_____	<u>X</u>
Tastes or smells	_____	<u>X</u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>X</u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>X</u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>X</u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>X</u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>X</u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

As req'd by IL Sec of State for operation of a motor vehicle
Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Works near moving mechanical parts	_____	<u> X </u>	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	_____	<u> X </u>	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

 Department Director

Reviewed Approval:

 Human Resources Management Director

Approved:

 Village Manager

Effective Date: _____

Revision Date: _____