

CITY OF HELENA



Position Title: Community Facilities Superintendent

Department: Community Facilities

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The work performed by this position involves the leadership, coordination and oversight of the City of Helena Community Facilities Department. The position leads all Construction Management (City funded architectural construction projects), Facility Maintenance Management (City owned buildings), Project and Facility Maintenance for the City-County Administration Building, PEG channel (local access cable channel) for the City and provides highly responsible and complex administrative support to the City Manager.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Department Management and Administration

This incumbent exercises full management responsibility for all the Community Facilities Department services, operations and activities which includes Construction Management, Facility Maintenance Management, City-County Administration Building Management and PEG channel. This is successfully accomplished by developing and implementing goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; and communicating and coordinating department activities with other departments and outside agencies and organizations.

This position continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement, and directs the implementation of changes.

This position provides staff assistance to the City Manager and City Commission, including the preparation and presentation of reports, technical analyses, and other necessary correspondence.

This position conducts a variety of investigations, financial analyses, energy audits, and operational studies as assigned by the City Manager in order to recommend modifications to Community Facilities Department programs, policies, and procedures as appropriate.

Construction Management Operations

The incumbent exercises full management responsibility for the Construction Management Division. This position performs design review of architectural construction projects including review of formal design submissions and overall construction feasibility; determines scheduling for all phases of projects.

The position provides on-site management to provide supervision, inspection and administration; ensures construction progress and determines whether workmanship, materials, and equipment conform to approved contract drawings and specifications.

The incumbent arranges for performance of field and laboratory tests where required; prepares progress reports; reviews change orders and change proposals, and reviews progress payments and recommends payments to the City. The position is responsible for site communications, record-keeping and related services for City building construction projects.

The superintendent oversees the preparation of contract bids and construction specifications for City improvements and maintenance; perform field inspections; manage construction projects in connection with new and existing building developments.

Facility Maintenance Management Operation

This position provides design expertise in electronics, electrical, mechanical, and plumbing for ongoing building maintenance and equipment retrofits; oversee and coordinate the maintenance and operation of a boiler, ventilation system, and emergency generator.

The incumbent ascertains present and future needs for City buildings, equipment, and programs; prepare long-term plans to meet these needs including the budgetary requirements. The position creates and maintains a preventative maintenance program for City buildings.

The position oversees City capital assets for all City buildings including the Grandstreet Theater and Neighborhood Center.

City-County Administration Building Management Operation

The incumbent exercises full management responsibility for the City-County Building Management and Maintenance operation. This position provides project management expertise and facility maintenance management expertise to the City-County Administration Building Board of directors; works directly with City and County employees who occupy office space in the building and works with and through the building maintenance division.

PEG Channel Operation

This position maintains a capital equipment replacement budget for the PEG channel and coordinates with Helena Civic Television staff the replacement of the equipment.

Personnel Management

This position is responsible to ensure Community Facilities Department personnel are selected, trained, motivated, and evaluated. The position will provide or coordinate staff training; coach employees to correct deficiencies; implement discipline and termination procedures; and develop staff development programs. The incumbent will plan, direct, and coordinate, through subordinate level managers, the department's work plan; meet with management staff to identify and resolve issues; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

Fiscal Management

This position will manage and participate in the development and administration of the Community Facilities Department budget; the City-County Administration Building Budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. The position will also prepare grant applications; administer and oversee the financial and physical implementation of awarded grants.

Internal and External Public Relations

The position will represent the Community Facilities Department to other city departments, elected officials, and outside agencies. The incumbent will coordinate department activities with those of other City departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; and prepare and present staff reports and other necessary correspondence. The position may participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations affecting the work of the department. The position represents the City's interests on or with various committees, boards, and groups as appointed, assigned and/or approved by City Manager.

Safety Administration

The Community Facilities Superintendent is responsible to abide by the City of Helena and department practices that have been established for specific job assignments and occupations. Furthermore, the position is required to ensure that all employees within the department are following all City safety standards and protocol. The position is expected to participate fully in safety training and suggest improvements in safety training requirements or programs to Human Resources Department or the safety committee.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive community facilities program and activities of construction management, building management and a local access cable channel.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

- Modern and complex principles and practices of program development and administration.
- Principles, techniques, and practices of building operation management including electrical, ventilation, plumbing, and boiler systems.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Types of building construction, materials and methods and all stages of construction.
- Modern and complex principles and techniques of building construction and inspection work.
- Modern and complex principles of structural design and engineering mathematics.
- Accepted safety standards and methods of building construction for commercial and industrial buildings.
- Pertinent Federal, State, and local laws, codes, and regulations

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Apply technical knowledge and following proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for commercial and industrial buildings.
- Read and interpret complex building plans, specifications and building codes.
- Provide administrative and professional leadership and direction for the Community Facilities Department.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community based programs and building management services.
- Select, supervise, train, and evaluate staff.
- Interpret and apply pertinent federal state and local laws, codes and regulations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Identify and respond to community, City Manager, and City Commission issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read, interpret, and understand technical data, blue prints, and drawings in the areas of building construction, maintenance and in the general building trades.
- Prepare and deliver effective oral presentations.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Utilize spreadsheet, word processing, financial management and database software applications programs.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 100 pounds; exposure to noise, outdoors, confining work space, explosive materials, mechanical hazards, and electrical hazards..

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of Bachelor's degree from an accredited college with major course work in business administration, construction management, project management or a related field, five (5) years of increasingly responsible facilities management experience AND three (3) years of supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

Exercises direct and delegated supervision over management, supervisory, professional, technical, and clerical staff in the department. Responsible for all employees of the Community Facilities Department.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.