



City of Aurora

JOB DESCRIPTION

TITLE: SUPERINTENDENT OF FACILITIES
MAINTENANCE

JOB CODE: 267

DEPARTMENT: Public Facilities

SALARY GRADE: E17

LABOR GROUP/PAY PLAN: Executive Pay Plan

FLSA STATUS: Exempt

LOCATION: Central Garage

EFFECTIVE: 12/16/2024

Definition

Under administrative direction of the Chief Public Facilities Officer, organizes, directs and administers a comprehensive maintenance operation of all City of Aurora owned properties. Manages and oversees the Central Services, Route 25 & Route 59 Transit Centers, and Motor Vehicle Parking (MVPS), and Aurora Airport Divisions. Formulates and implements policies and procedures to insure an optimum and cost-effective maintenance program; devises and prepares annual budget proposals.

Physical Demands and Equipment

Some tasks for this position may regularly be performed with exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or pathogenic substances. Regularly accesses and inspects, rooftops, maintenance rooms, HVAC systems, electrical panels, and other critical facilities infrastructure.

Essential Functions of the Job

1. Plans, directs, and coordinates a comprehensive daily maintenance program for all City properties; through administration of schedules, administration of maintenance agreements, and supervision of the work activities of a staff of managerial, skilled workers and outside vendors engaged in the construction, maintenance and repair of buildings and properties throughout the City of Aurora.
2. Oversees the Stolp Island Parking Deck, Route 25 and Route 59 Transit Stations operations including security, facility, grounds, and parking lot maintenance, fee parking stations operations, cash collections, parking enforcement, and parking for special events.
3. Oversees the maintenance of City-owned structures at the Aurora Municipal Airport.
4. Establishes and administers divisional operating policies and procedures to ensure the most efficient methods and economical means of maintenance programs; identifies priorities and delegates assignments accordingly.
5. Manages the divisions vehicle, tools, and equipment inventory, ensuring proper care and operation.
6. Forecasts, estimates division budgets and prepares city council resolutions for divisional needs and costs; monitors and approves the expenditure of allocated divisional operating and project

SUPERINTENDENT OF FACILITIES MAINTENANCE

JOB DESCRIPTION

funds; formulates specifications for requisitioning of new equipment, tools, and supplies.

7. Establishes and administers a comprehensive Deferred Maintenance Plan for all city buildings long term.
8. Administers the inventory of city owned properties and coordinates a comprehensive plan for the property management responsibilities.
9. Coordinates activities of the Central Services Division with various City departments (e.g., Public Works, Development Services, Community Services, etc.) for resolution of problems concerning facilities; ensures the investigation of complaints; disseminates information concerning divisional functions, when necessary.
10. Manages all phases of facility project planning, development, and implementation.
11. Prepares records, reports and files; reviews and maintains employee activity logs; maintains and provides for the updating of building contents and maps.
12. Negotiates contract agreements concerning building maintenance and related issues.
13. Performs other related duties as required or assigned.

Required Knowledge and Abilities

- Requires thorough knowledge of the principles, practices and techniques involving the design, construction, operation and maintenance of buildings.
- Requires knowledge of critical systems of buildings including HVAC, Lighting and energy efficiencies.
- Requires ability to read and interpret blue-prints and technical drawings
- Requires working knowledge of administrative principles, practices and techniques.
- Requires ability to identify areas of need and act accordingly.
- Requires ability to delegate responsibility and authority accordingly.
- Requires the ability to traverse building structures and inspect all critical systems.
- Requires ability to devise, layout and supervise varied design, construction and maintenance operations.
- Requires the ability to make decisions that are consistent with program development and normal budgetary constraints.
- Requires ability to establish and maintain satisfactory working relationships with subordinate staff, departmental officials and the general public.
- Requires the ability to motivate and develop subordinate staff.

Qualifications for Hire

- Bachelor's Degree or equivalent work experience.
- Requires at least eight (8) years of management experience.
- Requires at least ten (10) years of experience in facilities maintenance operations.

SUPERINTENDENT OF FACILITIES MAINTENANCE
JOB DESCRIPTION

- Requires a valid driver's license.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SUPERINTENDENT OF FACILITIES MAINTENANCE
JOB DESCRIPTION

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I, _____, acknowledge that I have received a copy of my job description. The description of SUPERINTENDENT OF FACILITIES MAINTENANCE describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date