

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: 267  
SALARY GRADE: E16  
EFFECTIVE/DATE: 01/01/2023**

**SUPERINTENDENT OF FACILITIES MAINTENANCE**

**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, Motor Vehicle Parking, 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.

**Equipment/Job Location**

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.

**Essential Functions of the Job**

1. Plans, directs, and coordinates a comprehensive daily maintenance program for all the 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. 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.
3. Forecasts, estimates budgets and prepares city council resolutions for divisional needs and costs; monitors the expenditure of allocated divisional operating and project funds; formulates specifications for requisitioning of new equipment, tools, and supplies.
4. Establishes and administers a comprehensive Deferred Maintenance Plan for all city buildings long term.
5. Administers the inventory of city owned properties and coordinates a comprehensive plan for the property management responsibilities.
6. 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.

7. Prepares records, reports, and files; reviews and maintains employee activity logs; maintains and provides for the updating of building contents and maps.
8. Negotiates contract agreements concerning building maintenance and related issues.
9. Performs other related duties as required or assigned.

#### **Required Skills and Knowledge**

- 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 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 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.

#### **Qualifications for Hire**

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