

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE:**  
**SALARY GRADE: E16**  
**EFFECTIVE/DATE: 9/18/2018**

**SUPERINTENDENT OF FLEET & FACILITIES MAINTENANCE**

**Definition**

Under administrative direction of the Director of Public Works, plans, coordinates and directs the operation of the City of Aurora Fleet and Facilities Maintenance Department, overseeing Fleet and Parking Maintenance, Central Services, Aurora Transportation Center (ATC) - Route 25 and Route 59, Parks Maintenance, Phillips Park Zoo, Phillips Park Golf Course, Downtown Services, and Motor Vehicle Parking Services (MVPS).

**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 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 funds for divisional operation; formulates and specifications for requisitioning of new equipment, tools and supplies.
4. Provides oversight of the planning, budget administration, and coordination of the City's fleet operations including the parts, preventative maintenance, repair, specifications, purchase recommendations and training functions.
5. Oversees the administration of City's short and long term fleet needs, evaluates competitive approaches to fulfilling those needs and implements purchase/lease programs which best serve the needs of user departments and the city as a whole.
6. Establishes and administers a comprehensive Deferred Maintenance Plan for all city buildings long term.
7. Administers the inventory of city owned properties and coordinates a comprehensive plan for the property management responsibilities.

## **Superintendent of Fleet & Facilities Maintenance**

### Job Description

8. Coordinates activities of the Central Services Division with various City departments (e.g., Street Department, Engineering Department, Planning Department, etc.) for resolution of problems concerning properties; ensures the investigation of complaints; disseminates information concerning divisional functions, when necessary.
9. Prepares records, reports and files; reviews and maintains employee activity logs; maintains and provides for the updating of building contents and maps.
10. Negotiates contract agreements concerning building maintenance and related issues.
11. 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 ability to devise, layout and supervise varied design, construction and maintenance operations.

Requires ability to organize, plan and coordinate the activities of a multiple divisions.

Requires ability to develop and implement long-range plans and programs.

Requires ability to make decisions on divisional policies and on complex administrative problems and issues.

Requires ability to establish and maintain effective working relationships with other City officials, departmental officials, employees, and the general public.

Requires the ability to make decisions that are consistent with program development and normal budgetary constraints.

### **Qualifications for Hire**

Bachelor's Degree or equivalent work experience.

Requires at least ten years of management experience.

Requires at least eight experience in facilities maintenance operations

Requires at least eight years of progressive supervisory experience.

Requires a valid driver's license.