

POLICE FACILITIES SUPERVISOR

SUMMARY:

Under limited supervision, supervises subordinate staff and when needed will assist as working supervisor in the repair of police facilities; reviews and evaluates work order requests, schedules daily assignments to employees; maintains inventory, inspect facilities for proper operation and insures compliance with applicable codes and regulations; performs follow-up inspections of employees and outside contractors, troubleshoots, coordinates repairs, insure facility cleanliness and instruct employees in the proper execution of their jobs; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Interviews, trains, motivate, assigns and evaluates work, and disciplines employees according to established City procedures. Conducts performance appraisals.
2. Supports and actively promotes the City's safety programs.
3. Supervises trades and maintenance workers for assigned facilities.
4. Schedules preventive maintenance on a regular schedule.
5. Maintains and tracks equipment maintenance requirements.
6. Maintains and tracks equipment and supply inventory.
7. Inspects work being done by outside contractors.
8. Coordinates all remodeling projects to meet user needs.
9. Maintains state-of-the-art security and emergency power (e.g., UPS and 750KW emergency generator) capabilities for assigned facilities.
10. Maintains inspection and repair records for the West Palm Beach Police Department facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the proper use of cleaning materials inside buildings.
- Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Knowledge of the principles and practices of supervision.
- Knowledge of the principles, practices and procedures of facilities maintenance.
- Knowledge of budgeting.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of industrial, electrical practices, processes and procedures.
- Skill in supervising, evaluating, training and motivating employees.
- Skill in reading and following blueprints, asbuilts, and engineering drawings.
- Skill in researching and gathering information related to vendors, contractors, equipment and supplies.
- Skill in administering contracts.
- Skill in resolving day-to-day questions and problems regarding equipment, materials, methods, and procedures needed to complete projects.
- Skill in file and records management.
- Ability to analyze information of considerable difficulty and drawing valid conclusions.
- Ability to orally communicate in one-on-one and group situations.
- Ability to establish and maintain effective working relationships with City staff and the public.

POLICE FACILITIES SUPERVISOR

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work may involve moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (over 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate degree in Business Administration or related field from an accredited college or university, and four (4) years experience in building management and construction, or any equivalent combination of training and experience. Knowledge/experience in the following building trades and building codes: HVAC systems and controls, plumbing, electrical, backup/emergency generators, ups (uninterruptable power sources), custodial services, carpentry, painting, dry wall (hanging and repair), plastering, security systems and controls along with computer hardware/software. Foreman or crew experience with commercial/industrial electrical and certification in security systems, highly desirable.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.