

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 590**

**BUILDING MAINTENANCE SUPERINTENDENT**

**GENERAL**

Responsible skilled work in planning and supervising the activities of Public Works employees involved in the maintenance and construction of City facilities, street lights and other structures. Work is performed under general supervision.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans and supervises the activities of skilled tradesmen involved in maintenance and construction activities of all buildings and street lights.

Recommends improvements needed to buildings and street lighting systems.

Prepares layouts for new construction which includes the coordination and drawings of the various facets required for construction.

Plans the sequential process of construction to properly plan employee activity.

Receives work orders, estimates materials to be used and prices these materials.

Inspects work performed by employees to insure that it meets the building code standards.

Requests building permits and inspections as required.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of current building codes, indoor air quality standards, and new state and federal regulations. Knowledge of the principles, practices, tools, supplies, materials, equipment and personnel required for building maintenance and construction. Knowledge of all skilled trades. Knowledge of street lighting maintenance methods and techniques.

Ability to read plans and blueprints to determine amount and type of materials required. Ability to plan, direct and supervise the work of skilled and unskilled employees. Ability to submit and maintain accurate records and reports.

## **MINIMUM QUALIFICATIONS**

Two year degree with training in the skilled trades involved in building maintenance and construction. Extensive experience in building maintenance and construction with considerable experience in a supervisory capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Able to negotiate rough job sites, climb ladders, and scaffolds.. Ability to lift up to 50 lbs.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.