

Building Maintenance Department Supervisor

Summary: The Building Maintenance Supervisor is responsible for the maintenance and operation of the environmental, mechanical, electrical and plumbing systems in the terminal building and other Airport Authority owned structures; for the maintenance of the grounds, roadways and parking area associated with those structures; and for training, evaluating, and supervising staff assigned to this department.

General Duties and Responsibilities: Coordinates and administers all phases of building maintenance; performs directly related work as required. Reports to the Director of Operations and Maintenance but has extensive leeway for independent judgment and initiative. Supervises all employees in Building Maintenance department. Plans and directs work of airport building maintenance personnel, including preventive maintenance and required repairs to environmental, mechanical, electrical and plumbing systems in the terminal building and tenant buildings. Monitors performance of any contractors engaged in terminal building maintenance and repairs. Conducts and supervises snow removal on terminal grounds, roadways, parking lots, and sidewalks. Supervises purchasing required supplies and materials, maintaining tools and equipment, keeping records of equipment and material used, preparing activity reports, and controlling hazardous materials handling. Conducts personnel duties, including scheduling, assigning, instructing, and evaluating day-to-day work; enforces rules and regulation, standards of conduct, attendance, and safe work practices; prepares employee performance appraisals.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of the principals, methods, tools and materials used in building maintenance, construction and custodial activities;
- Good knowledge of snow and ice removal procedures;
- Good knowledge of minor electrical problems solving methods;
- Ability to supervise, train and evaluate building maintenance crew;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to establish and maintain effective working relationships with fellow employees, tenants and the public;
- Ability to accurately determine materials and equipment required to complete jobs;
- Skill in safe operation and care of heavy equipment;
- Coordinates and assigns maintenance projects;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks;
- Performs other directly related duties consistent with the role and function of the position

Qualifications, Education and Experience: Any equivalent combination of experience and training, 3-5 years, which provides the knowledge, skills and abilities necessary to perform the work.

Licenses and Certifications: Illinois Driver's License with a satisfactory driving record maintained throughout employment.

Physical Demands: Position requires bending, stooping, kneeling, reaching, and inspecting work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

Environmental Elements: Position involves work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.

Pre-Employment Conditions: Fingerprint based Criminal History Records Check, Pre-employment physical exam and drug testing clearance.

Working Conditions: May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.