



SPRINGFIELD

NEBRASKA

JOB DESCRIPTION

Job Title: Director of Buildings, Vehicles and Equipment

Departments: Maintenance

Reports To: City Administrator

FLSA Status: Non-Exempt

Date: June 2021

Job Summary

Responsible for various unskilled and skilled duties in the operation and maintenance of the City's buildings, structures, vehicles and equipment. Provides technical oversight and collaboration of planned building improvements. Provides recommendations for major vehicle and equipment purchases.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- The materials, procedures, methods and practices utilized in maintaining buildings, vehicles and equipment.
- Federal, State, County, and City laws, codes, regulations, and guidelines affecting building construction and remodeling.
- Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Maintenance and operation of light and heavy equipment.
- Various chemicals and the ability to apply the methods and techniques used in their application.
- City responsibilities and ability to use independent judgment in the performance of duties.

Ability to:

- Apply techniques used in emergency and evacuation procedures.
- Apply federal, state and local laws and regulations related to maintenance, repair and operations activities of the city's public buildings, structures, vehicles and equipment.
- Accurately read and interpret technical sketches, blueprints and instructional manuals.
- Operate vehicles, machinery, equipment and tools pertaining to duties performed.
- Perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- Work independently and safely without close supervision.
- Accurately prepare and maintain various records, reports and other departmental documents.
- Interact with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.

- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, other governmental agencies and municipal officials.

Education and Experience

1. Graduation from high school or GED equivalent.
2. Must possess or obtain a Class B Commercial Driver's License as required by employer in established timeframe.
3. Must have two (2) years of experience in the field of maintenance.

Physical Demands

This position requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. An employee must be able to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in upkeep, repair and maintenance tasks. An employee must also possess the ability to lift, carry, push and pull heavy equipment and tools. Vision abilities required include close vision, distance vision, color vision, depth perception and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions

Manages Operation of Public Facilities, Vehicles and Equipment:

- Directs and assists staff in the operation and maintenance of public buildings, structures, vehicles and equipment.
- Supervises and assists in the maintenance, construction and repair of buildings, structures, vehicles and equipment.
- Maintains a safe work environment at all public facilities for all employees by monitoring employees in safe and efficient operation of various equipment, skills and techniques.
- Operates equipment, machinery, vehicles and basic hand, power and electric tools in the performance of duties and according to established guidelines.
- Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.
- Performs preventative maintenance on all vehicles and equipment; maintains vehicle and equipment inspection and service reports.
- Analyzes technical problems and operating procedures at public facilities.
- Inspects public facilities and establishes a maintenance plan for buildings and equipment.
- Performs building maintenance, including, but not limited to, preventative maintenance, repairs, painting, HVAC inspections and filter replacements, lighting replacement, cleaning gutters, minor roof inspections and repairs.
- Mows and trims public properties not part of the city park system; blows off all grass clippings from walkways and the street.

- Mulches landscaping areas and trees around public properties not part of the city park system.
- Fertilizes public properties; sprays for weeds; plants new seed; aerates.
- Removes trash and replenishes trash bags in downtown district.
- Picks up trash and debris in public areas.
- Checks Community Building daily to ensure building is clean and there is no damage; removes trash; cleans as needed. Restocks supplies such as trash bags, paper towels, toilet paper, etc. as needed.
- Performs vehicle and equipment maintenance, including, but not limited to, changing oil, replacing wiper blades, replenishing consumables, cleaning vehicle and equipment exteriors and interiors.
- Submits annual budgetary requirements and requests to the City Administrator.
- Interprets maps of public properties.
- Orders replacement parts, makes inquiries of materials and equipment needed for supplies, analysis of materials and their availability.
- Receives and resolves problems of public facility related questions from the public and private contractors.
- Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

Coordinates and Participates in Projects:

- Consults with city and state engineers on problems and expansions related to design, construction, maintenance and operation of public structures, grounds and facilities.
- Participates in the design of public facility improvement projects and master planning.
- Makes recommendations to City Administration and the City Council concerning building projects or large vehicle / equipment purchases.
- Reviews plans, reports and budget estimates for public facilities.

Assistance with Various Public Works Department Projects:

- Assist with city snow removal.
- Assist with street repairs, including tear out and pour back, filling potholes, and tarring cracks.
- Assist with putting up and taking down holiday decorations.
- Assist with annual cleanup day.
- Assist with setup and tear down of community events.
- Assist with landscaping tasks including, but not limited to, mowing, trimming, and blowing off public property; mulching; spraying for weeds; fertilizing.
- Trim trees and remove fallen trees from public property and roadways.
- Assist with operation of wastewater treatment facility and system.
- Assist with operation of water system.
- Various other tasks as directed.

Performs other duties as required.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.