

## POSITION DESCRIPTION

Class Title: Superintendent- Building & Grounds  
Department: Building & Grounds  
Date: 8-22-23

Job Code Number:  
Grade Number: PM 2  
Location:

### Description

Oversees and performs modifications to the interiors and exteriors of City of Pampa facilities and structures including plumbing, HVAC, electrical and carpentry work. Contracts and oversees major repairs and renovations to all City of Pampa buildings and facilities. Prepares, submits and maintains annual budget for the Building & Grounds Department. Supervises all full-time and part-time staff in the Building & Grounds Department.

### Supervision Received

Works under the general supervision of the Community Services Director.

### Supervision Exercised

Supervises all full-time and part-time Building & Grounds employees. Part time staff within The Buildings & Grounds department are all custodial staff within the City of Pampa.

### Essential Job Duties/Responsibilities:

- Coordinates, schedules, and maintains related records and statistics for programs and personnel.
- Oversees all purchasing for the Building & Grounds Department.
- Oversees and coordinates with staff and contractors in the following areas:
  - Carpentry - remodel, repair and perform general carpentry skills.
  - Electrical - repair and replace switches, bulbs, ballasts, fixtures, etc.; run electrical conduit, lines, telephone, and television cables.
  - HVAC - charging and checking Freon levels, checking filters, repairing and replacing compressors, blower motors and thermostats, installing new units.
- Determine materials and supplies needed for repairs and course of action required. Diagnose electrical, carpentry, water chemistry or plumbing problems which need repair or modification.
- Maintain an inventory of all electrical, plumbing and HVAC systems for City Hall, M.K. Brown, Pampa H2O, Lovett Library, The Armory, the Animal Shelter, and the South Side Senior Citizens Center.
- Devise and implement an energy conservation plan for the city and work with department heads to ensure the City of Pampa stays in compliance with all federal, state, and local codes and requirements.

### Peripheral Duties:

- Performs the recruitment, selection, and supervision of part-time staff.

- Assists department heads at other city facilities with minor repairs and coordination of contracting, major repairs and renovations.
- Conduct annual energy audits to ensure the city is saving energy and cutting energy costs wherever possible.
- Serves as a member of various committees, as assigned.

#### Education & Experience

##### **Minimum Qualifications:**

- High School Diploma or equivalent required. Graduation from a 2- or 4-year college, trade school or university program preferred.
- HVAC, electrical, and carpentry experience preferred.
- An equivalent combination of education and experience.

##### Licenses and Certifications:

- Must be HVAC and/or plumbing certified.

##### Experience:

- Considerable knowledge of HVAC systems, plumbing, electrical systems, and carpentry; Considerable knowledge of the equipment, facilities, operations, and techniques used in the operation and maintenance of buildings structures and equipment.
- Considerable knowledge of the equipment, facilities, operations, and techniques used in operating a municipal water park.
- Ability to develop, coordinate and direct varied activities involved in building and grounds maintenance; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of part time staff.

##### **Work Environment/Physical Requirements:**

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The incumbent performs work in both an indoor and outdoor environment with frequent exposure to hazardous and unpleasant conditions in extreme temperatures including heat, cold, temperature swings and inclement weather, some exposure to dust, odor, electrical, mechanical, and toxic hazards.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Required to work some evenings and weekends.

**Special Requirements**

Must be bondable.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

Supervisor

Approval: \_\_\_\_\_

Appointing Authority

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_