



**Position Recruitment Notification  
For Internal & External Candidates**

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**Job Classification:** Building Maintenance Superintendent

**Department/Division:** Public Works/Building Maintenance  
**Employment Status:** Full-time  
**Annual Salary/Grade:** \$91,706 - \$100,000 +/- DOQ/Grade 8  
**FLSA:** Exempt  
**Union:** Non-Union  
**Employment Commission:** N/A

**Deadline for Application:** Posted until filled, first review September 23, 2024

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**POSITION SUMMARY:**

The Building Maintenance Superintendent directs and assigns duties in the maintenance and supervision of alteration and repair of Village buildings; building systems and equipment; grounds; prioritizes work for building maintenance staff; obtains competitive prices for materials purchased; prepares specifications for contracted services; oversees ongoing development of an asset management program; supervises personnel performing building maintenance and custodial functions and provides highly responsible and complex staff assistance to the Public Works Director and the Public Works Management Team.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=671290054>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## BUILDING MAINTENANCE SUPERINTENDENT

**Department:** Public Works

**FLSA:** Non-Union Exempt

**Pay Grade:** 8

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Direct and assign duties in the maintenance and supervision of alteration and repair of Village buildings; building systems; fixtures on equipment; grounds; prioritize work for building maintenance staff on a daily basis; obtain competitive prices for materials purchased; prepare specifications for contracted services; supervise personnel performing building maintenance and custodial functions and to provide highly responsible and complex staff assistance to the Public Works Director and the Public Works Management Team.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Works Director; exercises direct supervision over Building Maintenance staff.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Plan, prioritize, assign, supervise and review work of staff responsible for providing building maintenance services.
2. Diagnose equipment and system malfunctions and determine appropriate course of action.
3. Assign work on a daily basis and ensure its accomplishment.
4. Assist in the training of personnel engaged in custodial activities and in building and grounds maintenance and repair.
5. Provide technical assistance to staff when complexities of assignment require advanced skills or procedures.
6. Ensure the proper maintenance and repair of building heating and cooling systems, electrical and plumbing systems.
7. Supervise a variety of building alteration functions to include carpentry, painting and installation of equipment and appliances including maintenance and repair of building exterior.



## BUILDING MAINTENANCE SUPERINTENDENT

8. Prepare analytical and statistical reports on operations and activities.
9. Direct water testing activities of air conditioner water cooling tower and boiler heating system.
10. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
11. Participate in the preparation and administration of assigned programs and capital budget; submit budget recommendations; monitor expenditures.
12. Supervise the diagnosis and troubleshooting of operational difficulties with regard to equipment and machinery; make recommendations as necessary.
13. Ensure the adherence of safe work practices by maintenance personnel; assume responsibility for any hazardous waste material or items used in the maintenance and repair of facilities; maintain appropriate records regarding the handling of hazardous material.
14. Assist in the coordination of the Village's snow and ice control program.
15. Coordinate maintenance activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Public Works Director.

### **Other Important Duties:**

1. Subject to 24-hour call.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in buildings and grounds maintenance and repair.
3. Perform other duties as required or assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operations, services, and activities of a building maintenance program.
- Principles of supervision and training.
- Methods and techniques of building maintenance and repair.
- Operational characteristics of maintenance and repair equipment and tools.
- Occupational hazards and standard safety practices.
- Methods and techniques of plumbing, electrical, structural, heating and cooling system repair
- Methods and techniques of painting, plastering, cleaning and gardening.
- Principles and procedures of record keeping.



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- Modern office procedures and methods; computer equipment including word processing, excel spreadsheet, e-mail and scheduling software applications.

### Ability to:

- Prioritize work to provide for briefest interruption of services and disruption of departments requiring maintenance services.
- Assign work and monitor its accomplishment.
- Provide training in building maintenance and repair to department staff.
- Provide technical assistance to other maintenance staff on assignments of complex maintenance and/or repair.
- Determine the origin of malfunctions and take appropriate action.
- Effectively and safely utilize standard tools for general maintenance and repair.
- Perform general maintenance and repair of building systems, equipment and fixtures.
- Participate in building alteration activities requiring skill in carpentry, painting and related functions.
- Direct water testing operations.
- Read and interpret blueprints.
- Serve on 24-hour call.
- Communicate effectively, both orally and in writing.
- Write specifications for contractual services.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*



## BUILDING MAINTENANCE SUPERINTENDENT

### Experience and Training Guidelines

**Experience:** Requires six years of progressively responsible experience in general maintenance, building construction or a related field. Requires extensive knowledge of the materials, tools and procedures utilized in building maintenance and repair; extensive knowledge in building electrical wiring and plumbing repair and extensive knowledge in building construction and operational systems. **AND**

**Education:** Completion of at least sixty semester hours of college coursework in building maintenance technology, HVAC, construction technology or a related field, and/or professional education courses, seminars and certification programs provided the American Public Works Association, or similar professional organizations regarding building maintenance operations, management, and construction, maintenance and repair is preferred.

**Licenses:** Possession of appropriate licensing as a Stationary Engineer and Refrigerant Handling Certification preferred.

### WORKING CONDITIONS

Travel from site to site; some exposure to dust and noise; some heavy lifting, standing, climbing; may work at heights.

Exposure to hot, cold, wet, humid, or windy conditions, caused by the weather. Contact with water or other liquids.

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.