



# Archdiocese of Omaha

Job Description



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## Facilities Supervisor

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SOC Code: **49-1011**  
Department: **Office of Facilities Management**  
Reports To: **Facilities Director**  
Subordinates: **Facilities Engineers**  
Salary Range: **N-7**  
Hours per Week: **40**  
Scheduled Hours: **8:45 a.m. – 5:15 p.m. (Monday – Friday)**  
Overtime Required: **Yes**  
FLSA Status: **Non – Exempt (eligible for overtime pay)**  
Last Update: **October 4, 2007**

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### Brief Overall Job Description

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Under the direction of the Facilities Director, supervise and coordinate the activities of Facilities Engineers and manage small to medium size construction projects. Employee will perform maintenance duties as required to ensure work is completed accurately and on time.

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### Education, Certification, & Licensing Requirements

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- High School Diploma
  - Valid Drivers License
  - 2 years of supervisory experience in maintenance or construction
  - 3<sup>rd</sup> Grade – Stationary Engineer License – City of Omaha
  - OSHA 30 Hour “General Industry” – Course Completion Card
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### Essential Duties

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- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Patrol and monitor work areas and examine tools and equipment in order to detect unsafe conditions or violations of procedures or safety rules.
- Inspect work performed to ensure that it meets specifications and established standards.
- Monitor employees’ work levels and review work performance.
- Investigate complaints about service and equipment, and take corrective action.
- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Check equipment to ensure that it is in working order.
- Inspect and evaluate the physical condition of facilities in order to determine the type of work required.
- Instruct staff in work policies and procedures, and the use and maintenance of equipment.



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### Essential Duties (continued)

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- Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
- Participate in budget preparation and administration, coordinating purchasing and documentation, and monitoring departmental expenditures.
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Requisition materials and supplies, such as tools, equipment, and replacement parts.
- Interpret specifications, blueprints, and job orders to construct templates and lay out reference points for workers.
- Conduct or arrange for worker training in safety, repair, and maintenance techniques, operational procedures, or equipment use.
- Operate or tend stationary engines, boilers, and auxiliary equipment such as pumps, compressors, and air-conditioning equipment, in order to supply and maintain steam or heat for buildings.
- Observe and interpret readings on gauges, meters, and charts registering various aspects of boiler operation, in order to ensure that boilers are operating properly.
- Test boiler water quality or arrange for testing; and take any necessary corrective action, such as adding chemicals to prevent corrosion and harmful deposits.
- Activate valves to maintain required amounts of water in boilers, to adjust supplies of combustion air, and to control the flow of fuel into burners.
- Monitor boiler water, chemical, and fuel levels, and make adjustments to maintain required levels.
- Analyze problems and take appropriate action to ensure continuous and reliable operation of equipment and systems.
- Maintain daily logs of operation, maintenance, and safety activities, including test results, instrument readings, and details of equipment malfunctions and maintenance work.
- Direct activities for stopping the spread of infections in facilities.
- Perform or assist with cleaning duties as necessary.
- Select the most suitable cleaning materials for different types of linens, furniture, flooring, and surfaces.
- Provide for public safety by maintaining order, responding to emergencies, and protecting people and property.
- Schedule projects in logical steps and budget time required to meet deadlines.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients,
- Study job specifications to determine appropriate construction methods.
- All other duties as assigned by supervisor.

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### Knowledge

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- **ADMINISTRATION and MANAGEMENT** – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.



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### Knowledge (continued)

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- **BUILDING and CONSTRUCTION** – Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.
- **CHEMISTRY** – Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques and disposal methods.
- **CUSTOMER and PERSONAL SERVICE** – Knowledge of principles and processes for providing customer and personal services.
- **DESIGN** – Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and manuals.
- **ECONOMICS and ACCOUNTING** – Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- **ENGINEERING and TECHNOLOGY** – Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **ENGLISH LANGUAGE** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **MATHEMATICS** – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their application.
- **MECHANICAL** – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **PERSONNEL and HUMAN RESOURCES** – Knowledge of principles and procedures for personnel recruitment, selection, and training.
- **PHYSICS** – Knowledge and prediction of physical principles, laws, their inter-relationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.
- **PRODUCTION and PROCESSING** – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **PSYCHOLOGY** – Knowledge of human behavior and performance; individual differences in ability; personality and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **PUBLIC SAFETY and SECURITY** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- **RELIGION** – Basic working knowledge of the mission of the Catholic Church.

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### Skills

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- **ACTIVE LEARNING** – Understanding the implications of new information for both current and future problem solving and decision-making.
- **ACTIVE LISTENING** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **COORDINATION** – Adjusting actions in relation to other's actions.



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### Skills (continued)

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- **CRITICAL THINKING** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **EQUIPMENT MAINTENANCE** – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **EQUIPMENT SELECTION** – Determining the kind of tools and equipment needed to do a job.
- **INSTALLATION** – Installing equipment, machines, wiring, or programs to meet specifications.
- **INSTRUCTING** – Teaching others how to do something.
- **LEARNING STRATEGIES** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **JUDGMENT and DECISION MAKING** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **MANAGEMENT of PERSONNEL RESOURCES** – Motivating, developing, and directing people as they work.
- **MATHEMATICS** – Using mathematics to solve problems.
- **MONITORING** – Monitoring/Assessing performance of you, other individuals, or organizations to make improvements to take corrective action.
- **NEGOTIATION** – Bringing others together and trying to reconcile differences.
- **OPERATION and CONTROL** – Controlling operations of equipment or systems.
- **OPERATION MONITORING** – Watching gauges, dials, or other indicators to make sure a machine is operating properly.
- **READING COMPREHENSION** – Understanding written sentences and paragraph's in work related documents.
- **REPAIRING** – Repairing machines or systems using the needed tools.
- **SPEAKING** – Talking to others to convey information effectively.
- **TIME MANAGEMENT** – Managing one's time ant the time of others.
- **TROUBLESHOOTING** – Determining causes of operating errors and deciding what to do about it.
- **WRITING** – Communicating effectively in writing as appropriate for the needs of the audience.

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### Abilities

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- **CONTROL PRECISION** – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **DEDUCTIVE REASONING** – The ability to apply general rules to specific problems to produce answers that make sense.
- **INDUCTIVE REASONING** – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **INFORMATION ORDERING** – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **MANUAL DEXTERITY** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.



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### Abilities (continued)

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- **NEAR VISION** – The ability to see details at close range (within a few feet of the observer).
- **ORAL COMPREHENSION** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **ORAL EXPRESSION** – The ability to communicate information and ideas in speech so others will understand.
- **PROBLEM SENSITIVITY** – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **SPEECH CLARITY** – The ability to speak clearly, so others can understand you.
- **SPEECH RECOGNITION** – The ability to identify and understand the speech of another person.
- **WRITTEN COMPREHENSION** – The ability to read and understand information and ideas presented in writing.
- **WRITTEN EXPRESSION** – The ability to communicate information and ideas in writing so others will understand.

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### Work Activities

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- **COMMUNICATING with PERSONS OUTSIDE ORGANIZATION** – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, writing, or by telephone or e-mail.
- **COMMUNICATING with SUPERVISORS, PEERS, or SUBORDINATES** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **CONTROLLING MACHINES and PROCESSES** – Using either mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **COORDINATING the WORK and ACTIVITIES of OTHERS** – Getting members of a group to work together to accomplish tasks.
- **DEVELOPING and BUILDING TEAMS** – Encouraging and building mutual trust, respect, and cooperation among team members.
- **ESTABLISHING and MAINTAINING INTERPERSONAL RELATIONSHIPS** – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **ESTIMATING the QUANTIFIABLE CHARACTERISTICS of PRODUCTS, EVENTS, or INFORMATION** – Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **EVALUATING INFORMATION to DETERMINE COMPLIANCE with STANDARDS** – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **GETTING INFORMATION** – Observing, receiving, and otherwise obtaining information from all relevant sources.
- **GUIDING, DIRECTING, and MOTIVATING SUBORDINATES** – Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.



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### Work Activities (continued)

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- **HANDLING and MOVING OBJECTS** – Using hands and arms in handling, installing positioning, and moving materials, and manipulating things.
- **IDENTIFYING OBJECTS, ACTIONS, and EVENTS** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **INSPECTING EQUIPMENT, STRUCTURES, or MATERIAL** – Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- **JUDGING the QUALITIES of THINGS, SERVICES, or PEOPLE** – Assessing the value, importance, or quality of things or people.
- **MAKING DECISIONS and SOLVING PROBLEMS** – Analyzing information and evaluating results to choose the best solution and solve problems.
- **MONITOR PROCESSES, MATERIALS, or SURROUNDINGS** – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **ORGANIZING, PLANNING, and PRIORITIZING WORK** – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **PERFORMING GENERAL PHYSICAL ACTIVITIES** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **REPAIRING and MAINTAINING MECHANICAL EQUIPMENT** – Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- **RESOLVING CONFLICTS and NEGOTIATING with OTHERS** – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **SCHEDULING WORK and ACTIVITIES** – Scheduling events, programs, and activities, as well as the work of others.
- **UPDATING and USING RELEVANT KNOWLEDGE** – Keeping up-to-date technically and applying new knowledge to your job.

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### Physical Demands

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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.

While performing the duties of this job, the employee must be capable of negotiating rough terrain on foot to access maintenance problems. Must be capable to operate a variety of motorized equipment. Must be capable of occasionally lifting fifty-one hundred (50-100 lb.) in confined space during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned. Must be able to work at heights, well above ground level.



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### **Work Environment**

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The work environment characteristics 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.

While performing the duties of this job, this position functions primarily on a job site. Manual labor is required. Adverse weather conditions including prolonged exposure to temperature and precipitation extremes may be a factor in addition to potential exposure to fuels, exhaust, chemicals and hazardous implements and equipment.