

CITY OF CORDOVA

PUBLIC WORKS DEPARTMENT

The HR Dep't is accepting applications for a full-time, exempt

SUPERINTENDENT OF FACILITIES

Pay Range: \$64,235.14 - \$93,550.09 per year plus benefits, DOE

FIRST REVIEW OF APPLICANTS: approximately May 29, 2018

Applications & additional information available at City Hall: 424-6223 and on the City's website: www.cityofcordova.net

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

GENERAL DESCRIPTION: Oversight of maintenance of all city owned facilities and project management of all City construction projects.

ESSENTIAL FUNCTIONS:

1. Oversees the maintenance of all city owned facilities. Coordinates with maintenance personnel at Cordova School District and Cordova Community Medical Complex. Directly supervises the Cordova Center custodial staff.
2. Work half time as CCMC Hospital maintenance manager and about half time on all other City facilities.
3. Performs Project management for facility upgrades; Coordinates project management with appropriate department heads and City Manager.
4. Maintain accurate and complete files for all City facilities, Building Inspections, and Projects managed.
5. Maintains property inventory.
6. Supervise, direct and coordinates job functions, hiring, discipline, subordinate evaluations, terminations, etc., within Facilities Division of Public Works Department.
7. Prepare and implement budgets within Facilities Division of the Public Works Department.
8. Read, analyze, interpret, and apply highly technical information, including financial data.
9. Communicate effectively both orally and in writing; serve as an exemplary team player who is courteous and respectful in all interactions with all persons.
10. Draft, organize, compose, prepare and effectively present reports and respond to requests for information and questions from contractors, architects, engineers, managers, employees, elected officials and the general public.
11. Define problems, collect data, establish facts, and draw valid conclusions.
12. Exercise considerable judgment and initiative when independent action is required.
13. May fill in for Public Works Director upon his/her absence.
14. Complete all training as required.
15. Serves as part of City's management team, and during emergencies as part of the City's Incident Management Team.

QUALIFICATIONS:

1. College Bachelor's degree in related field preferred; however, some experience may be substituted.

TO APPLY: City of Cordova

PO Box 1210

Cordova, AK 99574

Fax number: 907 424-6000

WEB LINK: humanresources@cityofcordova.net

Contact: Cindy Appleton, HR
(907) 424-6223