



City of Moore

VACANCY ANNOUNCEMENT

Job Title: BUILDING MAINTENANCE SUPERVISOR

Open Date: April 7, 2026

Closing Date: Open until filled (First review of applications will be April 20, 2026)

Pay Rate: \$60,876.27 - \$63,850.20 annually (depending on experience)

Job Type: Full-time with benefits

Department: Public Works – Building Maintenance

JOB SUMMARY

Supervise, direct, and coordinate the activities of building maintenance and custodial services, including the maintenance and repair of mechanical systems, heat and air systems, maintenance and repair of plumbing and electrical systems, and irrigation systems; to coordinate building maintenance activities with other divisions and departments; and to provide highly complex staff assistance to the Building Maintenance Superintendent.

EXAMPLES OF DUTIES

- Plan, prioritize, assign, supervise, and review the work of staff involved in building maintenance and custodial services.
- Evaluate operations and activities within the area of responsibility; recommend improvements and modifications; prepare various reports on division operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendation; submit justifications for and monitor and control expenditures.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or equivalent (GED), supplemented by coursework in at least two of the following areas: mechanics, electrical, plumbing, heat and air, or irrigation systems
- Possession of, or ability to obtain, a Journeyman Electrical, Plumbing, or Mechanical License, and certification from an accredited technical school for air conditioning and refrigeration, or boiler and cooling towers.
- Possession of, or ability to obtain, a valid Oklahoma driver's license.

Selected applicants for this safety-sensitive position must pass a background investigation and drug test prior to employment and will be subject to random drug testing throughout employment, and may be required to supply a current driving record.

Application and additional information about this job can be found at
<https://www.cityofmoore.com/departments/jobs>

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

City of Moore
Building Maintenance Supervisor
Job Description

Job Code: 66
Exempt: Yes
Department: Public Works
Reports To: Public Works Director
Location: City Facilities
Date Prepared: January 14, 2016
Date Revised: February 12, 2016

GENERAL DESCRIPTION OF POSITION

To supervise, direct and coordinate the activities of building maintenance and custodial services including the maintenance and repair of mechanical systems, heat and air systems, maintenance and repair of plumbing and electrical systems and irrigation systems; to coordinate building maintenance activities with other divisions and departments; and to provide highly complex staff assistance to the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee termination. This duty is performed as needed, about 10% of the time.
2. Plan, prioritize, assign, supervise and review the work of staff involved in building maintenance and custodial services. This duty is performed daily, about 50% of the time.
3. Evaluate operations and activities of Building Maintenance Division responsibilities; recommend improvements and modification; prepare various reports on division operations and activities. This duty is performed as needed, about 10% of the time.
4. Assist Public Works Director in implementing rules, regulations, policies and procedures. This duty is performed as needed, about 5% of the time.
5. Order and maintain supplies for building maintenance and custodial services. This duty is performed weekly, about 5% of the time.
6. Participate in budget preparation and administration; prepare cost estimates for budget recommendation; submit justifications for and monitor and control expenditures. This duty is performed annually, about 5% of the time.
7. Responsible for all carpentry, construction, mechanical, heat and air, plumbing, electrical irrigation systems, and general maintenance for all City facilities. This duty is performed daily, about 5% of the time.
8. Good attendance is required.

9. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 5% of the time.

10. Confidentiality is required. This duty is performed daily, about 5% of the time.

11. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, Journeyman Electrical license, Journeyman Plumbing license, or Journeyman Mechanical license; and certificate from an accredited vocational technical school for air conditioning and refrigeration or boiler and cooling towers.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Alphanumeric Data Entry, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft,

misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Principles and practices of supervision, training and personnel management
- Basic mathematical principles
- Principles and practices of modern plumbing, electrical, mechanical, heat and air and irrigation systems
- Principles and practices of modern custodial procedures and practices.
- Principles of supervision, training and performance evaluation
- Maintenance and operation of a variety of plumbing, electrical, mechanical, heat and air and irrigation equipment

Ability to:

- Plan, prioritize, assign and direct the work of maintenance and custodial personnel.
- Utilize modern office equipment and computers
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

- Organize, supervise and implement a comprehensive building maintenance and custodial services program
- Communicate clearly and concisely, both orally and in writing
- Supervise, train and evaluate assigned staff
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a variety of equipment utilized in building maintenance and custodial services.
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in building maintenance management, including two years of supervisory responsibility

Education:

High school diploma or equivalent, supplemented by course work in at least two of the following: mechanics, electrical, plumbing, heat and air, or irrigation systems

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma driver's license

Possession of, or ability to obtain, Journeyman Electrical license, Journeyman Plumbing license, or Journeyman Mechanical license; and certificate from an accredited vocational technical school for air conditioning and refrigeration or boiler and cooling towers

WORKING CONDITIONS

Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust and grease; moving parts or objects; and irritants odors and chemicals. Special safety precautions are required and protective clothing or gear may be required

Physical Conditions;

Essential and marginal functions may require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time, moderate to heavy lifting; must be able to operate equipment and assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform the following essential job functions.

TASK DESCRIPTION

Building Maintenance Tech must transfer doors, furniture, drywall, carpet, brick, concrete, and other equipment and tools to and from repair truck. Requires vertically transferring items weighing up to 90lbs from 4in to 67in up to 25 times in an hr

Building Maintenance Tech must transfer doors, furniture, drywall, carpet, brick, concrete, and other equipment and tools to and from repair truck. Requires horizontally transferring items weighing up to 90lbs, up to 10 times in an hr, a distance of 25ft without mechanical assistance

Building