

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**JUNE 15, 2021 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
REORGANIZATION — BUILDING MAINTENANCE DIVISION	◆ RESOLUTION ORDINANCE ◆ RECEIVE/FILE	JOE SOUCIE DIRECTOR OF PUBLIC WORKS

**SYNOPSIS**

1. A resolution has been prepared to authorize the reorganization of the Building Maintenance Division within the Public Works Department.
2. A job description for a new Building Superintendent position has been created. Additionally, the job description for the existing Building Technician position has been reclassified. (Receive/File)

**FISCAL IMPACT**

Salary and benefits for the entry level Building Superintendent position are estimated at \$95,134. and would be included in the recommended FY22 budget amendment. This would be an ongoing expense.

**RECOMMENDATION**

Approval

**BACKGROUND**

The Building Maintenance Division currently consists of (2) full-time positions, a Building Technician and a Maintenance Worker. This full-time staff is responsible for maintaining all City facilities comprising of over 166,000 square feet of space. In 2019, the Novak Study recommended the addition of a Maintenance Worker. This recommendation was based on the International Facilities Management Association (IFMA) staffing benchmark of one FTE for every 47,000 square feet of occupiable building space.

While the City's current facilities portfolio includes more than 166,000 square feet of space, this area includes hallways, storage rooms, and other spaces which are not typically occupied for extended periods. It is therefore reasonable to assume that 25% of the total space maintained by Facilities Maintenance staff is typically unoccupied, reducing the total square footage to 124,781 square feet and resulting in an estimated staffing need of 2.65 FTEs.

While the current staff level is less than the national standard, there are other considerations that drive the need for additional staff capacity. Primarily, the fact that the Building Technician is technically a working Foreman, which is also responsible for a significant number of administrative duties including facilities-related procurement and purchase orders; managing relationships with contractors for services, inventory and equipment; overseeing the City's contract for custodial services; creating preventive maintenance and capital replacement plans; and

leveraging the BS&A work order system to track maintenance activities, labor hours, and performance data. This work limits the amount of time the Building Technician can spend in the field assisting the Maintenance Worker. At approximately the time of Novak Study, Public Works was transitioning oversight of the Building Maintenance Division from the Park Superintendent to the Deputy Director of Public Works. At that time, the Deputy Director requested an opportunity to review and assess the internal operations prior to making any staffing recommendations. Because we have received recent resignations from both the Building Technician and Building Maintenance Worker II, there is now an opportunity to reorganize the division. The recommended changes are being brought forward for consideration at this time, rather than during budget discussions because of the need to fill positions. The following positions are recommended:

**Building Superintendent (New)**

The Building Superintendent would be responsible for the daily operation of the division, including supervision and evaluation of staff. In addition, this position would be accountable for fully implementing the City's BS&A work order system for facility maintenance, compiling and managing asset inventory information related to City facilities, creating proactive work plans for staff, ensuring performance data is consistently and accurately collected, manage relationships with facilities contractors, oversight and inspection of facility maintenance and construction projects. This would be a salaried position with a pay grade of 20[BG1] (\$67,870 - \$95,077).

**Building Technician (Reclassify)**

Propose removing the administrative duties from the Building Technician position and reclassify the salary range from a grade 14 (\$48,610 - \$68,099) to grade 13[BG2] (\$46,218 - \$64,730).

**Building Maintenance Worker (No Change)**

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA TO AUTHORIZE THE REORGANIZATION OF THE BUILDING MAINTENANCE DIVISION WITHIN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Mayor and City Council of the City of La Vista have determined that the reorganization of the Building Maintenance Division within the Public Works Department is necessary; and

WHEREAS, the Building Maintenance Division is responsible for maintaining all City facilities comprised of over 166,000 square feet of space of which 124,781 square feet is occupied; and

WHEREAS, the positions within the Building Maintenance Division will include the Building Superintendent (new), Building Technician (reclassified), and Building Maintenance Workers (no change),

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of La Vista, Nebraska, hereby approves the reorganization of the Building Maintenance Division within the Public Works Department.

PASSED AND APPROVED THIS 15TH DAY OF JUNE 2021

CITY OF LA VISTA

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Douglas Kindig, Mayor

ATTEST:

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Pamela A. Buethe, CMC  
City Clerk

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Building Superintendent  
**POSITION REPORTS To:** Deputy Director of Public Works  
**POSITION SUPERVISES:** Building Technician, Building Maintenance Workers

### **DESCRIPTION**

Under the general direction of the Deputy Director of Public Works, plans, organizes, directs, and coordinates the maintenance, repair and construction of municipal buildings, facilities, and equipment. Exercises direct supervision over assigned staff, and coordinates and monitors the work of outside contractors, vendors, and consultants assigned. Provides technical staff assistance to the Deputy Director and City Engineer.

### **ESSENTIAL FUNCTIONS** (with or without reasonable accommodation)

1. Assists in the planning, organization, and implementation of building and facility maintenance goals and objectives.
2. Develops and standardizes maintenance and operating procedures to improve the efficiency and effectiveness of maintenance operations for buildings and facilities.
3. Manages facility and maintenance projects including planning, budgeting, bid solicitation, vendor selection, scheduling, contract management, work inspection, compliance with specifications and standards; and coordinates with affected City departments and outside agencies.
4. Participates in the selection, training, supervision, evaluation, and discipline of assigned staff.
5. Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
6. Inspects buildings and facilities to determine extent of maintenance or repairs needed.
7. Consults with other departments on work requests and coordinating facility use for major for major meetings or events requiring special attention.
8. Develops, implements, and maintains a computerized asset management program for City buildings, facilities, and equipment.
9. Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
10. Monitors and controls supplies and equipment; orders supplies and tools as necessary; approves payment of bills; prepares documents for equipment procurement; participates in informal bid processes for construction projects.
11. Develops bid specifications and contracts with outside vendors in accordance with City purchase policies and state regulations.
12. Reads and interprets construction plans; plans and reviews sketches, diagrams, blueprints, and work specifications.
13. Manages the work of contractors providing facility and building maintenance services; performs the most complex facility and building maintenance duties; provides technical assistance to crews.
14. Responds to emergency calls for maintenance, security, and fire alarms as required; coordinates activities with other City personnel; directs the work of staff and utilization of resources to ensure repairs are completed and the buildings and facilities are safe. Must be available for 24-hour contact or call-out.
15. Assists in planning new municipal facilities.
16. Administers the telephone and voice mail system.
17. Occasionally performs routine building maintenance at City facilities.
18. In conjunction with the Street Superintendent, plans and coordinates snow and ice removal from all walkways and handicap parking stalls in the municipal complex.
19. Administers the building security system and issues all keys to City Hall and the Community Center.

**Note:** Physical, drug and background screens follow all conditional offers of employment.

20. Maintains logs and records of work performed; prepares reports and correspondence and other written documentation as necessary or directed.
21. Represents the City at various functions and serves as a liaison with outside agencies and the general public.
22. Serves as a member of the Board of Directors of the La Vista/Metropolitan Community College Condominium Owners Association.
23. Perform other duties as directed or as the situation dictates.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Much work is performed in an office setting, although field work or the observation is necessary and may occur outdoors, year-round in varying weather and environmental conditions.
- Hand-eye coordination is necessary to efficiently operate computers, various pieces of office equipment and tools.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to 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; talk and hear.
- The employee must occasionally lift and/or move up to 40-pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally the employee may visit construction or work sites, which may be dusty, noisy and hazardous.
- Moderate to high levels of stress may be experienced.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. Associate or Bachelor's degree in Building Maintenance, Construction Management, HVAC, Electrical or a related field is required.
3. Must possess and maintain valid driver's license.
4. Five (5) years of increasingly responsible experience in facilities construction, maintenance or operations; including, two (2) years of supervisory experience.
5. The City may accept any equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision.
2. City organization and functions; laws, rules, codes and regulations governing department activities.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and training of staff in work procedures.
4. Principles and practices of building and facility maintenance program development and administration.
5. Knowledge of building mechanical systems including HVAC, electrical, plumbing, security, fire and telephone systems.
6. Knowledge of mechanical and structural trades, and the methods, practices, techniques, equipment, materials, and supplies used in building and mechanical systems maintenance and repair.
7. Applicable federal, state and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
8. Principles of contract administration for facility and building maintenance and repair projects.
9. Principles of project performance measurement, systems analysis and statistical measurement.
10. Methods and techniques of project management including budgeting and scheduling, risk assessment/management, staff resource allocation, business requirements definition and analysis.
11. Ability to work a variable schedule including evenings, weekends, and holidays when necessary.
12. Ability to conduct studies, prepare comprehensive reports and determine cost-effective ways to construct and maintain buildings, facilities, and equipment.

13. Ability to safely operate hand tools, power equipment and machinery.
14. Ability to understand, interpret, and successfully communicate both verbally and in writing.
15. Ability to read and understand blueprints and schematics.
16. Ability to work independently without supervision.
17. Basic computer skills including knowledge of Outlook, Word, and Excel; ability to learn and use other software packages.
18. Knowledge and understanding of safety principles, practices, and procedures used for facility and building related projects, including equipment and hazardous materials.
19. Ability to plan and direct multiple assignments.
20. Ability to identify problems, research and analyze relevant information, develop and present recommendations, and justification for an effective course of action.
21. Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
22. Ability to make sound, independent decisions within established policy and procedural guidelines.
23. Organize own work, set priorities, and meet critical time deadlines.
24. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons, and the general public.
25. Ability to maintain regular and dependable attendance on the job.
26. Ability to work a rigorous, prolonged schedule when called out on short notice due to weather conditions, emergencies, and situations of public necessity.

**CONTRIBUTION THIS POSITION MAKES TO THE CITY**

The Building Superintendent plays a critical role in the maintenance and operation of City facilities ensuring that they are safe, comfortable, and functional for the employees and residents of the City. The Building Superintendent also leads the effort to manage assets and capital projects related to buildings and facilities and serves as a resource for the Deputy Director of Public Works and the City Engineer.

**DISCLAIMER**

This position description does not constitute an employment agreement between the City and the employee and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Building Technician  
**POSITION REPORTS To:** Building Superintendent  
**POSITION SUPERVISES:**

### **DESCRIPTION**

Under the direction of the Building Superintendent, performs a variety of skilled duties related to the maintenance and repair of municipal buildings and building systems.

### **ESSENTIAL FUNCTIONS** (with or without reasonable accommodation)

1. Performs inspection, maintenance and repair of municipal facilities and equipment including electrical, plumbing, HVAC, fire and security systems.
2. Assists in maintaining the preventive maintenance program.
3. Keeps city facilities clean, orderly and in good repair.
4. Assists in preparation for major meetings and events as directed.
5. Performs minor painting as necessary.
6. Assists in the preparation of the Building Division budget.
7. Responds to evening and weekend emergency calls for maintenance, security and fire alarms.
8. Performs snow and ice removal from all walks and handicap parking stalls where required.
9. Works with contractors as necessary to maintain or repair buildings or equipment.
10. Assists in preparing reports, correspondence and other written documentation as necessary.
11. Responds to citizen and city staff inquiries and concerns related to municipal buildings.
12. Performs specific duties as assigned by Building Superintendent and other duties as directed or as the situation dictates.

### **PHYSICAL AND ENVIRONMENTAL DEMANDS**

Work is generally performed both indoors and outdoors year-round, periodically during inclement weather. Worksites may be dusty, noisy and present routine hazards associated with facility maintenance including mechanical, electrical, chemical and other types of hazards. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to perform very heavy work exerting in excess of 75 pounds of force occasionally, 50 pounds frequently, and 30 pounds constantly to move objects. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and from a man lift in excess of 20 feet.

### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. Three years of position related job experience.
3. Must possess and maintain a valid driver's license.

**Note: Physical, drug and background screens will follow all conditional offers of employment.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to perform routine tasks involving carpentry and metal work.

2. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
3. Demonstrated ability to follow instructions.
4. Understanding of, and basic skills associated with the operation, maintenance and repair of HVAC, plumbing, electrical, and mechanical systems.
5. Ability to read and understand work instructions, training materials, operation manuals and instructions, product and equipment labels and warning signs.
6. Ability to safely operate hand tools, power equipment and machinery.
7. Ability to read and understand blueprints, and schematics.
8. Ability to effectively use MS Office programs including Outlook, Word and Excel..
9. Ability to learn and use various other types of software including building systems controls, and the workorder system.
10. Ability to work independently without supervision.
11. Ability to communicate effectively, both orally and in writing.
12. Knowledge and understanding of basic safety principles and the ability to apply them to the work setting
13. Ability to establish and maintain effective and cooperative working relationships with City officials, fellow employees, contractors, patrons and the general public.
14. Ability to maintain regular and dependable attendance on the job, possibly for prolonged periods of time when called out on short notice due to weather conditions, emergencies or similar situations of public necessity.
15. Ability to prepare and maintain accurate departmental records and reports.

**CONTRIBUTION THIS POSITIONS MAKES TO THE CITY**

The Building Technician plays a critical role in maintaining the safety, comfort and utility of City facilities. If facilities and not properly maintained, the effectiveness of employees, and the ability of the public to participate in City services and activities, would be greatly diminished.

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I have read and understand the requirements of this position description.

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Signature

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Date