



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 19-24 **Position #:** 221005 **Posting Date:** 9/20/19 **Application Deadline:** Until filled
Position Title: Facilities Superintendent **Starting Salary:** Up to \$46,320.24 DOQ
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

High school graduate. Four years of experience involving general facilities maintenance or licensed with a minimum of four years' experience in one of the following: commercial heating and air conditioning, electrical contracting (building) or commercial plumbing, one year of which should be in a supervisory capacity. Ability to use various PC applications including scheduling with Microsoft Office Site, or similar software, Microsoft Word and Excel to produce documents and basic spreadsheet. Must be able to physically stand, bend, squat, and lift up to 30 pounds.

Special Abilities:

The ideal candidate will have a positive attitude and be a problem solver. Must:

- Have excellent verbal and written communication skills;
- Have good analytical/critical thinking;
- Be able to multitask, prioritize, and manage time efficiently;
- Be self-motivated and self-directed;
- Have accurate and precise attention to detail but also the ability to see the implications for the bigger picture; and
- Provide excellent customer service.

Description of Position:

The Facilities Superintendent is an experienced and skilled position that oversees grounds, infrastructure facilities, equipment and fleet of the District, ensuring a safe and well-functioning work environment for District employees and the public they serve.

Duties include, but are not limited to:

- Trains and supervises the Facilities Assistant with fleet and maintenance activities.
- Procurement and administration of the activities of third-party contractors and vendors.
- Development and monitoring of the Facilities and Fleet Budgets.
- Setting priorities for and scheduling maintenance and repair work.
- Compliance with laws and District policies and procedures.
- Inspects and manages facilities, grounds, vehicles, equipment, and tools to ensure they are:
 - clean and sanitary;
 - maintained in a safe and efficient manner;
 - adhere to safety standard; and
 - monitors system performance and maintain, repaired and replaced, as necessary.
- Plans and coordinates major renovations, refurbishments, and the installations of new systems (HVAC, Electrical, Plumbing etc.).
- Develops analyses, forecasts, and written reports on maintenance and operational plans, efficiencies and future needs.
- Maintains records related to finances, maintenance schedules and repair activities.
- Performs minor repairs to equipment, facilities and grounds.
- Purchases parts, supplies and equipment.
- Responsible for maintenance and service contracts to include janitorial, lawn care, security, communications, and other related facilities maintenance services.
- Uses PC applications (Word and Excel) and the District's budget and purchase order system in the performance of these duties.
- Assist in the allocation of office space and relocation of office equipment and furniture
- Develops specifications for quotes, bids, proposals and contracts.
- Evaluates, awards and administers third party purchase orders and contracts.
- Procures and administers insurance plans.
- Performs other duties as assigned.

How to apply: Submit a Northwest Florida Water Management District Application and resume to:
human.resources@nfwwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.