

NOTICE OF JOB OPENING

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Posting Begins	June 9, 2022	Posting Ends	July 6, 2022
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Position Title	OPERATIONS & MAINTENANCE SUPERINTENDENT
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Department	Building & Logistics	Division	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	701 N. 7 th St. Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: Responsible for managing a major facilities management operation. Duties include: managing, assigning, and coordinating maintenance, construction, emergency and preventative maintenance programs and project; establishing priorities and changing priorities to meet changing conditions; determining personnel, equipment, and time needed for projects; supervising personnel; providing technical assistance to personnel; approving leave and vacation time; assigning work to supervisors; coordinating activities with other departments. Inspecting work performed, enforcing safety rules; reviewing paperwork; attending grievance meetings with union representatives; making disciplinary decisions; handling complaints internally and from the public. Generating specifications for new equipment; participating in budget meetings and directing activities of division during emergencies. Other duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or General Equivalency Degree (G.E.D.), and six years of facilities maintenance experience, including two years as a supervisor; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,411.13 - \$5,900.27/mo.	PI #	4111	Class. Code	4128
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EXT 6/23/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age, or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT
ELIGIBILITY
EOE**

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.