



Public Facilities Supervisor
\$55,173.36 - \$88,277.38 DOE



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Public Facilities Supervisor

Department: Public Works – Facility Maintenance Division

Reports To: Deputy Director of Operations

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

Position Summary

The Public Facilities Supervisor is responsible for directing, planning, supervision, and leadership in the execution of maintenance, repair, and operational services for all municipal buildings, grounds, and facility systems. This position ensures that all public buildings are sustainable, safe, functional, and well-maintained while managing a team of skilled trade workers and coordinating with contractors and vendors.

Plan, prioritize, and supervise daily operations and preventative maintenance across all assigned public facilities and properties, including but not limited to: **Public Works Complex, Town Hall, Municipal Building, Finance/Fire Station-II, Fire Station-I, Water Treatment Plant, Wastewater Treatment Plant, Green Hill & Dix Hill Cemeteries, Town Landfill** and other facilities as needed.

This division encompasses:

1. **Town Facilities**
2. **Cemeteries**

3. **Right-of-Ways & Landscaping**
4. **Special Events**

Primary Responsibilities:

- Oversee the maintenance and care of Town facilities, public cemeteries, landscaping, and right-of-way areas.
- Plan, coordinate, and support special events, including scheduling, traffic and safety management, logistics, setup, and resource allocation.
- Lead, supervise, and evaluate maintenance and custodial staff; assign work orders, monitor progress, and support employee development and performance evaluations.
- Utilize work order, asset management, GIS, and cemetery management software to schedule tasks, track assets and inventory, and coordinate maintenance operations.
- Provide technical expertise and in-house services in HVAC, electrical, plumbing, carpentry, and general building upkeep to reduce dependency on contractors.
- Develop and implement preventative maintenance programs for facility systems, including HVAC, plumbing, electrical, fire suppression, roofing, and security systems.
- Ensure compliance with OSHA, ADA, building codes, and safety regulations; conduct regular safety meetings and maintain accurate records of inspections and system testing.
- Coordinate work orders, emergency repairs, capital projects, and renovations while ensuring timely service delivery and cost-effective outcomes.
- Collaborate with department leadership and heads to develop budgets, capital improvement plans, and align facility operations with service expectations.
- Manage vendor contracts, RFPs, and service agreements for specialized or outsourced facility services.
- Promote environmental sustainability through energy efficiency, water conservation, and green facility initiatives.
- Respond to after-hours emergencies and weather-related events impacting Town facilities.
- Respond to after-hours emergencies as required.

Education and Experience:

- High school diploma or GED required.
- Experience in building maintenance or skilled trades.
- College coursework or vocational training in HVAC, electrical, plumbing, facilities maintenance, or related technical field strongly preferred.
- Equivalent combination of education or division experience may be considered.

Licenses and Certifications:

- Valid North Carolina Driver's License required.
- [Facility Engineering Management Diploma](#) begin within one year of employment.
- Certifications in HVAC, electrical, plumbing, or general contracting are highly desirable.
- Cemeterial certifications or other division specific requirements as needed.

Knowledge, Skills, and Abilities:

- Ability to manage multiple projects and respond quickly to changing priorities.
- Demonstrated leadership and organizational skills in managing teams and workloads effectively.
- A results-driven professional with proven leadership capabilities, a strong work ethic, and a commitment to excellence in their role.
- Proficiency with maintenance software systems, Microsoft Office, GIS, and asset/workflow tracking systems.
- Strong communication and interpersonal skills to interact with staff, contractors, and the public.
- Strong knowledge of facility systems including mechanical, electrical, HVAC, and structural components.
- Ability to read and interpret blueprints, technical manuals, and construction documents.
- Ability to work outdoors and in all weather conditions and to perform manual labor.

Work Environment and Physical Requirements:

- Frequent exposure to moving mechanical parts, heights, outdoor elements, and potential hazards associated with maintenance work.
- Must be able to lift up to 75 lbs., bend, stoop, crawl, and work from ladders or elevated platforms.
- Use of personal protective equipment (PPE) required as needed.
- May be required to respond to emergency situations during non-standard hours.

SPECIAL REQUIREMENTS:

- Must maintain required licensures and certifications.
- Must meet all physical, sensory, and environmental standards associated with facilities management.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Management software utilization, preventative maintenance programs, budgeting and reporting.

PEOPLE INVOLVEMENT:

Collaboration and communication with department heads and external contractors.

INVOLVEMENT WITH THINGS:

Responsible for facility maintenance and operations, coordination of resources, and the proper use and maintenance of tools and equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Uses analytical and critical thinking skills; addresses unforeseen challenges using problem-solving skills.

MATHEMATICAL REQUIREMENTS:

Uses budget management to calculate costs for maintenance and capital improvement; uses measurement and estimation skills for landscaping, estimating quantities of materials and assessing labor requirements. Interprets data with statistical analysis to track performance trends and asset conditions.

LANGUAGE REQUIREMENTS:

The ability to communicate clearly and effectively in both written and verbal forms. Writing reports, creating maintenance schedules, and responding to inquiries. Reading and interpreting technical manuals, construction documents, and blueprints.

MENTAL REQUIREMENTS:

Detail oriented to ensure compliance with safety regulations, building codes, and maintenance schedules. Time management skills are required to balance multiples projects, tasks, and responsibilities, focusing on priorities and deadlines to ensure smooth operations.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Must lift and carry up to 75 lbs., climb stairs, manual labor including bending, stooping, crawling, and working from ladders or elevated platforms, which requires physical strength and coordination. Hand-eye coordination to operate tools and equipment effectively and perform tasks that require precision. Fine motor skills for tasks such as handling small tools, performing detailed maintenance work, and managing equipment that requires careful manipulation. The ability to coordinate movements when performing maintenance tasks, especially when working at heights or in confined spaces.

ENVIRONMENTAL HAZARDS:

Exposure to chemical hazards, confined spaces, weather conditions, and treatment environments.

SENSORY REQUIREMENTS:

Requires strong vision, hearing, and smell for diagnostics and safety monitoring.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires the ability to think critically, make informed and timely decisions, and navigate complex situations using sound judgment. Balancing operational needs with strategic priorities is essential for the effective management of public facilities.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.