



City of Naperville
Employment Opportunity

Job Title:	Building Maintenance Supervisor – 5007
Closing Date:	When filled
Salary:	\$68,149 - \$86,083 annually, commensurate with experience
Job Type:	<input type="text"/>
Location:	<input type="text"/> , Naperville, Illinois
Department:	<input type="text"/>
Job Description:	
The Building Maintenance Supervisor is responsible for the successful day-to-day operations of the maintenance of public buildings of the City of Naperville. The two main goals of this position are 1) To preserve the city's significant investment in facilities where we base resources that provide essential services to our residents and, 2) To meet the expectations of our internal customers to the best of our abilities.	
Responsibilities:	
The Building Maintenance Supervisor oversees and directs the maintenance of mechanical and structural building facility elements and custodial services and supervises Maintenance Technicians and Custodians. Some of the duties of the position will include:	
<ul style="list-style-type: none">• Supervise and manage the operation, preventative maintenance, and repair of building facility components in addition to custodial services, visiting locations on a daily basis.• Prioritize, plan, assign, direct and track projects, work orders and preventative maintenance activities.• Assist in planning and implementing work projects and work methods, utilizing current and future technologies.• Recommend new technology and participate in the development of technology to track asset information and project activities.• Oversee contractor service for the inspection, installation, and repair of mechanical equipment, building systems, external support systems, job order contracted projects, Capital Improvement Projects and building renovations.• Supervise large scale programs such as winter operations.• Assist in project management and construction as required.• Schedule equipment for inspections, maintenance and repairs.	
Qualifications:	
The ideal candidate will be:	
<ul style="list-style-type: none">• Knowledgeable in mechanical room operations, and equipment repair• Understand building energy management systems/building automation systems.• Experienced in HVAC, carpentry, electrical and plumbing repair, and installation.• Skilled in the use and operation of tools and specialized equipment used in the area of assignment.• Knowledgeable in general construction practice and building code.	
Required	
<ul style="list-style-type: none">• Associate degree in construction management or related field or trade school equivalent.• Five to seven years' experience in operations of major mechanical systems.• Equivalent combinations of education and experience may be substituted.• Valid Illinois Driver's License required.• Ability to obtain Non – CDL Class C license within 6 months of hire.	
Preferred	
Stationary Engineers License from Chicago, Elgin, CFC Universal Certifications.	
Additional Information:	
The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.	
APPLY ON-LINE AT: http://www.naperville.il.us/careers/	
Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the	

application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.
[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.