

**THE CITY OF TEXARKANA, ARKANSAS**  
is accepting applications for the following position:

## **BI-STATE ASSISTANT BUILDING MAINTENANCE MANAGER**

### **Full Time**

#### **SUMMARY OF ESSENTIAL DUTIES:**

This is a full-time, exempt salaried position that assists with the activities and direction of the Bi-State Maintenance Department. The Assistant Building Maintenance Manager works under the direct supervision of the Building Manager and the City Manager on day-to-day operation of the Bi-State Maintenance Department. Assists in managing all aspects of a building's occupancy and maintenance. Position must be able to assess building maintenance needs in various departments, direct and coordinate the activities of the maintenance and custodial staff to meet needs accordingly and set short-term and long-term goals and objectives for the department. Position is responsible for assisting with preparing the yearly budget for presentation and approval and controlling costs and providing guidance to ensure the Bi-State Justice Center operates safely, efficiently, and effectively within a specified budget. Position will also assist with administering personnel policies and determine appropriate disciplinary action(s), keep the City Manager abreast of departmental activities, budgetary needs, and personnel requirements, and participate in the recruitment and hiring of the Bi-State Maintenance Department employees. Normal duty hours for this position are Monday through Friday and after duty emergency calls 24/7 to respond to building emergencies. Must live within 30 minutes of the Bi-State Justice Center in order to respond to emergency situations in a timely manner.

#### **ESSENTIAL DUTIES:**

- Inspect building and grounds frequently for signs of damage and wear, and prepare reports
- Communicates with tenants regarding property-related issues
- Coordinates with tenants and third parties to address maintenance and facility needs.
- Assist with vendors and supervise work done by third parties
- Prepare work orders, coordinate and oversee regular building maintenance and repairs
- Manage and direct maintenance, cleaning, and security staff activities
- Prepare and carry out emergency protocols and procedures
- Maintain a safe work environment for building occupants and visitors
- Prepare and monitor maintenance budget
- Outsource third-party tasks; negotiate and liaise with contractors/service providers (i.e., elevators, inspections, boiler and chiller repairs)
- Ensure facilities follow applicable policies, regulations, and building codes
- Respond to inquiries and requests by building tenants and resolve any problems or issues

- Maintain badge access controls and security computers, maintain proper lighting, signage and disability access
- Ensure all offices are provided with needed utilities
- Hire and train maintenance/custodial department staff
- Report any staff performance issues to the Building Manager and assist with disciplinary action as needed
- Assist with safety of equipment and safety rules
- Other duties as assigned

**POSITION SPECIFICATIONS:**

Applicant must have a High School Diploma. Building maintenance and management/human resource experience is preferred, or a combination of education and experience. Must demonstrate strong leadership, critical thinking, and problem-solving skills. Must be able to react calmly and quickly in case of emergency and to make correct decisions. Must be detail oriented with strong organizational and time-management skills. Must possess knowledge and understanding of building maintenance, building codes, and safety regulations. Must possess strong written and verbal communication skills. Must be proficient in basic Microsoft Office applications and general office procedures. Must possess a boiler license or be able to obtain and maintain a boiler license within 6 months of employment. Qualified candidate must possess a valid driver's license.

**SALARY:**

\$45,884

Applications and resumes will be accepted until 5:00 p.m. on 3/10/2023 at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to [rachel.hopkins@txkusa.org](mailto:rachel.hopkins@txkusa.org); or accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.