



CITY OF SELMA, ALABAMA INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any question. Email resume to: lrutledge@selma-al.gov.

DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE ACCEPTED UNTIL FILLED

Position:	Director of Public Buildings
Reports to:	City Mayor
Subordinate Staff:	None
Department:	Public Building
Location:	222 Broad Street Selma, Alabama 36701
Status:	Regular, Full-time
Schedule:	Monday – Friday- some weekends
Rate of Pay:	Negotiable

Fringe Benefits Include Insurance, Retirement, Holidays, Paid Vacation and Sick Leave

Job Summary

Under the direction of the Mayor, the employee oversees the use and maintenance of all public buildings owned by the City of Selma; the City's Ceramic Art Program also falls under the umbrella of the Public Buildings. The employee provides daily oversight, assessment, and maintenance services for the buildings and grounds. The employee performs tasks to ensure the City facilities are maintained and operationally ready to meet the needs of those citizens who desire to use them. The employee makes decisions and establishes priorities regarding work projects and ensures the maintenance and repairs are done correctly and in a timely manner. This is identified as a safety sensitive job and is subject to drug and alcohol screenings.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Supervision and Management. Employee plans, sets priorities, organizes, and directs the activities of the Public Buildings staff engaged in maintenance of City buildings and facilities; and providing ceramic programs for City citizens.

Requirements:

Possess a high school diploma or GED; college courses or technical training in construction or related field is desired. Minimum of five (5) years of experience in construction and maintenance field; two (2) years of supervisory experience preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirement of this job. Possess a current and valid driver's license; must be insurable. Ability to work overtime and weekends as needed. Ability to be on call in emergencies. Ability to travel overnight, as the job requires. Ability to pass a pre-employment background check and initial drug screen. Must possess a valid Alabama Driver License or State Issue ID.

The City of Selma is an Equal Opportunity Employer