

BUILDING MAINTENANCE SUPERVISOR

Salary Range: 29 (Public Service Employees)

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of building maintenance staff; orders and stocks cleaning supplies and equipment for all City buildings and facilities; conducts inspections of work in process and completed; performs the full range of building maintenance duties; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working supervisory-level class in the building maintenance series. Incumbents are responsible for directly planning, organizing, supervising, reviewing and evaluating the work of building maintenance staff. The incumbents are expected to independently perform the full range of building maintenance duties. This class is distinguished from the Facilities Maintenance Supervisor in that the latter is the second and full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff in the entire Facilities Maintenance Division.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives general direction from the Facilities Maintenance Supervisor, and exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Provides functional supervision to assigned personnel; plans, organizes, assigns, supervises and reviews the work of assigned staff in building maintenance work; assists with selection and work evaluation.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; oversees and assigns work orders for minor facility maintenance tasks (i.e., replacing light bulbs, cleaning drains, minor painting); maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies as necessary; prepares documents for equipment procurement.
- Coordinates with contractors in providing contract buildings maintenance and custodial services.
- Performs the full range of building maintenance duties, including cleaning, polishing, waxing, dusting, and floor care in City facilities, and provides assistance to crews.
- Directs staff for room arrangements for special events and facilities reservations.
- Ensures the security of City buildings after hours; provides for after-hours access to buildings and secures buildings after meetings; responds to after-hour security alarm issues as needed.

- Maintains logs and records of work performed; prepares periodic reports.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures
- Principles, practices, equipment, tools and materials of building maintenance and repair and custodial work
- Proper mixing and dilution of cleansers, disinfectants and stripping agents
- Principles and practices of asset management, including appropriate ordering, inventory, and maintenance of records and documentation
- Materials, methods, and equipment used in building maintenance and custodial work.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Basic principles of contract administration for building maintenance and repair projects.
- Safety principles, practices, and procedures used for building and facility related projects, including equipment and hazardous materials
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment
- Modern office practices, methods, and computer equipment
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

Ability to:

- Supervise, train, schedule, assign, and review the work of staff
- Organize and direct building maintenance activities and projects
- Perform a variety of building maintenance duties
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws, and regulations
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution
- Develop basic contract specifications for building maintenance and custodial contracts; administer such contracts
- Develop cost estimates for supplies and equipment

- Safely operate and maintain tools and equipment used in the course of the work
- Prepare clear and concise reports, correspondence, procedures and other written materials
- Maintain accurate records and files of work performed
- Organize own work, set priorities, and meet critical time deadlines
- Operate modern office equipment including computer equipment and software programs
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in building maintenance or custodial work, including one (1) year lead or supervisory experience.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C driver's license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in various City buildings and facilities; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and custodial equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio; finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate above-mentioned tools and equipment; ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and work in buildings and facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes; employees may interact with upset staff and/or public and private representatives, and contractors in

interpreting and enforcing departmental policies and procedures. Incumbents in this class may be required to work various shifts on evenings, weekends and holidays.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.