

FACILITIES MAINTENANCE SUPERVISOR

Salary Range: 35 (Public Service Salary Schedule)

DEFINITION

Under general direction, plans, schedules, assigns and reviews the work of facilities maintenance staff; coordinates, monitors, and provides technical input for assigned facilities maintenance, construction and repair projects and other special programs; provides technical assistance to the Public Services Manager; performs a variety of technical tasks relative to the maintenance and repair of City buildings and administrative facilities; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the buildings and facilities maintenance series. Incumbents are responsible for planning, organizing, supervising, reviewing and evaluating the work of building facilities maintenance staff either directly or through lead workers. The incumbents are also expected to independently perform the full range of facilities maintenance duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Public Services Manager in that the latter has management responsibility for all facilities maintenance and operations functions and activities of the City.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives general direction from the Public Services Manager, and exercises direct supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Plans, organizes, assigns, supervises and reviews the work of assigned staff in the building and facilities maintenance work unit.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the buildings and facilities maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Assists in the management of Capital Improvement Projects.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for construction projects.
- Coordinates with contractors in providing contract buildings and facilities maintenance services.
- Performs the most complex buildings and facilities maintenance duties and provides technical assistance to crews.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Responds to emergency situations as necessary.
- 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 and practices of buildings and facilities maintenance program development and administration
- Principles, practices, equipment, tools and materials of building and facility construction, maintenance and repair
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Principles of contract administration for building and facility maintenance and repair projects
- Basic principles and practices of budget and Capital Improvement Program development, administration and accountability
- 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:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, work standards

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff
- Organize, implement and direct buildings and facilities maintenance operations and activities
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations
- Understand, interpret, and successfully communicate both orally and in writing, department policies and procedures
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution
- Perform the most complex maintenance duties and operate related equipment safely and effectively
- Develop contract specifications for facilities maintenance contracts; administer and monitor contracts
- Read and interpret construction drawings
- Develop cost estimates for supplies and equipment
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Prepare clear and concise reports, correspondence, procedures and other written materials
- Maintain accurate records and files
- Develop and recommend systems and procedures related to assigned operations
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines
- 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 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 supplemented by a minimum of 15 units of technical or college-level courses in building construction, maintenance, repair or related field, and five (5) years of increasingly responsible experience in facilities construction, maintenance or operations, including two (2) years lead or supervisory experience.

GENERAL QUALIFICATIONS**License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability 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 work in various City buildings and facilities; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; color vision to identify electrical wires, pipes, engine and motor parts etc.; 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; ability to lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

Working Conditions

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; and partially 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.

FLSA: NE

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.

Adopted: July 2007

Revised: January 2017