FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision and according to area of assignment, supervises staff and contractors engaged in the maintenance, repair, and operation of City facilities.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Supervises City staff and contract workers engaged in the maintenance, repair and operation of City facilities; Schedules, assigns and oversees work activities such as electrical, plumbing, painting, carpentry and mechanical repairs; monitors and reviews progress, efficiency and quality of work activities; evaluates performance of assigned staff; recommends hiring, training and disciplinary action for assigned staff; conducts safety meetings; implements Divisional rules and procedures.

Prepares bid specifications for requisitions and solicits bids for contracted services; recommends selection of bidders for purchase of services and materials; prepares staffing, time and material estimates required for maintenance-related projects; confers with contractors and vendors in the completion of maintenance services; approves payment of invoices.

Assists in the preparation of Division budget and staff reports; coordinates work activities with other maintenance divisions; assists in preparation of facilities for special events; researches, evaluates, recommends and implements various facilities maintenance-related programs and procedures including energy conservation and ADA compliance programs; maintains inventory of maintenance equipment and supplies; responds to emergency maintenance requests.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of skilled trades related to facility maintenance, repair, and renovation

Knowledgeable of budgeting and purchasing techniques and procedures

Knowledgeable of and proficient in operating a personal computer and software

Skilled in supervising, delegating, and evaluating work of subordinate staff

Skilled in prioritizing and scheduling maintenance activities

Skilled in following and providing oral and written instructions

Skilled in establishing and maintaining effective working relationships

Ability to perform and train other employees on essential duties

Ability to effectively communicate verbally and in writing in English with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending, and lifting up to 50 pounds. Incumbents may be exposed to extreme temperatures and weather, areas under construction, toxic fumes, solvents and chemicals, infectious diseases and water and airborne pathogens.

QUALIFICATIONS

A high school diploma or equivalent and Certification in at least one of the major trades **AND** five (5) years experience in building or trades maintenance **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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