

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

The occupants of this classification are in the classified service. This management classification is responsible for supervising, prioritizing, assigning and reviewing the work of skilled and semi-skilled workers engaged in the maintenance, repair, and construction of City property, buildings, systems and structures ("City facilities"). Responsibilities include supervising and coordinating the City's facilities maintenance services; monitoring schedules and budgets, and ensuring that City facilities and equipment are clean, safe and preventatively maintained and that building maintenance resources are effectively and efficiently utilized. Incumbents perform technical and complex work within assigned area of responsibility in the Public Works Department or the Transportation Department.

SUPERVISION RECEIVED AND EXERCISED

Positions assigned to this classification may report to a Department Head, Division Manager, or other designee. Responsibilities include the supervision of skilled and semi-skilled employees, paraprofessionals and administrative support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Ensures the attainment of the annual maintenance and performance objectives set by the manager for the maintenance and improvement of City facilities.
2. Assists in the development and management of major and minor improvement projects for City facilities.
3. Depending upon assignment, supervises the delivery of LED, street lighting and traffic signal services to assure the provisions of continuous and reliable electrical service for buses, bus stops, street lights and traffic signals.
4. Supervises the work of maintenance staff to ensure City facilities are maintained in a safe and operable condition.
5. Develops a work schedule and establishes the priorities of the work. Organizes crews with manpower and equipment to accomplish assignments. Assigns work and monitors activities of subordinates.
6. Participates directly in complex and difficult on-site maintenance, service, repair, and construction activities. Performs troubleshooting and fault identification to determine the nature of problems.
7. Evaluates the quality and efficiency of the work performed by subordinates by making regular and frequent inspections of work in the field. Advises and directs subordinate personnel in the improvement of work production and work methods.

8. Responds to citizen and City building tenant inquiries and complaints in a courteous and meaningful manner.
9. Utilizes computerized building management program to monitor service, parts, inventory, records, work goals, budget and the preventative maintenance program; maintains records and logs of work performed, and equipment and staffing usage; prepares reports; prepares and administers the budget for area of responsibility.
10. Develops personnel resource requirements for the work to be accomplished and plans work to make best use of the crew.
11. Conducts periodic surveys of the City's facilities to determine maintenance and repair needs.
12. Supervises the maintenance and issuance of tools, equipment, supplies, and materials.
13. Reviews cost and accounting records to estimate costs, make payments and prepare necessary reports.
14. Researches, determines and proposes scopes of work for small to medium scale projects and prepares requests for proposals (RFPs) and bid documents.
15. Reviews and prepares plans and specifications for contract work. Inspects and evaluates work in progress and upon completion to ensure compliance to standards and contractual terms. Reviews material and labor lien releases and determines percentage of work completed for progress payments to contractors.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Established standards and procedures pertaining to the installation, maintenance, and repair of facilities such as buildings, electrical, plumbing, heating and air systems, sidewalks, playgrounds and bus stops.
 - Tools, equipment, materials and procedures used in the installation, maintenance and repair of facilities.
 - Applicable federal, state and local environmental, electrical or other codes, laws or regulations including the Uniform Building Code and OSHA requirements. .
- Fundamental safety regulations and practices, first aid methods, and resuscitation techniques.
- Techniques used in carpentry, painting, plumbing, and electrical repair.
- Operation of heating, ventilation and air conditioning equipment.
- Symbols and terminology used in the electrical trade.
- Principles and practices of supervision.

Skill and Ability to:

- Plan, assign, coordinate, guide, and evaluate the work of skilled and semi-skilled workers.
- Identify and determine resources required for the installation, maintenance, and repair of City facilities.
- Prepare and develop plans, specifications and costs estimates.
- Maintain records and make reports on work performed.
- Order materials and supplies.
- Estimate the time, equipment, and materials required for construction and repair projects.
- Establish and maintain effective working relationships with fellow employees, the public, and supervisors.

- Interpret policies, standards, and procedures related to installation, maintenance, and repair work.
- Read, interpret and work from blueprints, sketches, construction and engineering plans.
- Determine, by inspection, the quality of maintenance, repair, and construction work being performed by a number of crews.
- Express ideas clearly in both verbal and written form.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: graduation from high school and five years of journey level experience in facilities, mechanical or electrical maintenance, repair, servicing, installation, and construction including two years of experience as a supervisor or lead worker.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform frequent lifting, pushing and/or pulling of objects up to 10 pounds and occasionally up to 50 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes, and oxygen breathing apparatus and respirators.
- May be required to work around moving mechanical parts. May be required to work around electrical current.
- Is subject to office and outside environmental conditions, as well as being "on-call" 24 hours.