



FACILITY MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, performs a variety of supervisory and administrative tasks in the maintenance and repair of the City's buildings and facilities; provides responsible staff assistance to the Assistant City Manager and Public Works Manager.

SUPERVISION EXERCISED

Supervises Public Service Assistants I, II and III.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Plan, develop, coordinate and oversee the repair and maintenance of buildings and facilities, including City Hall, Police Department, Corporate Yard, Harvey House, Wastewater Treatment Plant, Fire Department, and Park & Recreation facilities.

Plan, develop, coordinate and oversee the painting of facilities, buildings, equipment, curbs and related structures.

Plan, coordinate and oversee set up and tear down of special events.

May plan, develop, coordinate and oversee storm clean up, traffic control and emergency situations.

Train, supervise and evaluate subordinate personnel; monitor and verify time cards; schedule employees.

Assist in budget preparation and monitoring.

Manage and coordinate work orders and work assignments.

Order parts, materials and services required for day-to-day operations / special projects and reconcile account and purchase order activities.

Answer inquiries and complaints from the public in person, over the phone and using the Citizens Relations Management System and provide information regarding rules and regulations pertaining to related operations.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in the classification of Facility Maintenance Supervisor perform detailed administrative, budget, scheduling, supplies and materials purchasing work and training, supervision and evaluation of subordinate staff.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment and supplies used in facilities maintenance, repair and construction.

Carpentry, electrical, painting and plumbing trades.

Standard safety practices required in facility maintenance and repair.

Budget and purchasing systems, practices and procedures.

Practices and procedures used in training, supervising, evaluating and disciplining subordinate personnel.

Record keeping and reporting.

Ability and Skill to:

Operate and train in the operation a variety of tools and equipment used in building facility maintenance.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics and train subordinate staff in same.

Respond to questions from the public and staff.

Plan and organize work of others to meet schedules and timelines.

Enforce and comply with Federal, State and local laws and City policies, procedures and codes applicable to parks and street maintenance.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

AA degree in construction technology or related field and five (5) years increasingly responsible experience in building maintenance and repair. BA/BS desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record. Certification in building/facility maintenance highly desirable.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.