

CLASS SPECIFICATION
Facilities Maintenance Supervisor

GENERAL PURPOSE

Under direction, plans, schedules and supervises facilities maintenance crews engaged in maintaining the City's facilities in a safe and aesthetically pleasing manner for staff and the public's use and enjoyment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Facilities Maintenance Supervisors are responsible for planning, scheduling, supervising and evaluating the work of assigned the facilities maintenance crew. Incumbents inspect and assess facility maintenance needs and plan and estimate requirements to address these needs. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes and supervises the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to the development and monitoring of performance against the annual facilities maintenance budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve City goals, objectives and performance measures consistent with the City's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the City's and the department's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, schedules, inspects and evaluates the work of skilled and semi-skilled personnel engaged in the construction, maintenance and improvement of City facilities.

5. Assesses the maintenance needs of facilities and plans and schedules work as required; estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
6. Provides technical assistance to staff, vendors and others regarding the maintenance and care of facilities.
7. Prepares clear and concise field reports; maintains computerized work order records system of staff activities and progress.
8. Assists in developing and assembling documents for public bid processes for construction or maintenance contracts.
9. Oversees and supervises the work of outside firms providing contract maintenance in facilities; act as Project Manager for Facilities Maintenance projects as needed.
10. Coordinates work with other staff, division, bureaus and agencies.
11. Responds to complaints by telephone or in person.
12. Carries out the City's safety program for the division; ensures assigned personnel follow safety practices in work methods and procedures; educates assigned personnel on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.
13. Reviews and approves invoices submitted by contractors and vendors; approves staff purchases

OTHER DUTIES

1. Review plans and blueprints for accurate application of City needs and requirements.
2. Oversees the division tools, supply and surplus material storage and activities.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, techniques, methods, equipment and tools used in facilities maintenance, including maintenance of commercial buildings and grounds, building components including HVAC and other mechanical items, proper plumbing and electrical procedures and applications, interior and exterior lighting and alarm systems.
2. Methods and techniques of commercial building operations, repair and maintenance.
3. Methods of building energy efficiency.
4. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility including the application of ADA requirements.
5. City safety policies and procedures and safe work practices.
6. Methods and practices of work scheduling.

7. Uses and operations of computers and standard business software.
8. Principles and practices of effective supervision.
9. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, supervise, assign, inspect and evaluate the work of others; develop and implement work standards.
2. Organize, set priorities and schedules and exercise sound independent judgment within areas of responsibility; calculate staffing, equipment and materials requirements.
3. Interpret and work with blueprints, diagrams and sketches.
4. Communicate clearly and concisely, both orally and in writing.
5. Prepare clear, concise and comprehensive records of work completed, correspondence, reports and other written materials.
6. Train others in the performance of skilled facilities maintenance duties and equipment operation.
7. Understand and carry out oral and written instructions.
8. Operate light and heavy equipment used in the scope of work projects and train others in its usage.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with members of the public, staff and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; supplemental training and education in the field of building maintenance, construction or a closely related field; and six years of progressively responsible experience in facilities maintenance, at least two of which were in a lead capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

A Building Operator certificate is desirable, but not required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; stand and walk; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing deadlines on multiple concurrent tasks, and interact with City managers and staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both in indoor and outdoor working environments. Under typical office conditions, the noise level is usually quiet. When working in outside conditions, the employee may be exposed to wet and/or humid conditions, where the noise level may be loud.