



FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, performs a variety of supervisory and administrative tasks in the maintenance of facility maintenance, alteration, repair and construction; and manages capital improvement projects.

SUPERVISION EXERCISED

Trains, supervises and evaluates subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone with regards to trees, parks and related issues.

Plan, develop, coordinate, supervise and inspect the work of those engaged in the repair and maintenance facilities.

Determine products, materials and equipment used in facility maintenance; prepare purchase orders, maintain inventories.

Participate in review and execution of facility construction and renovation projects; inspect contractors' work ensuring compliance with city regulations and standards.

Manage capital improvement projects; oversee contractors' work ensuring compliance with City regulations and standards.

Manage and coordinate work orders and work assignments; process invoices for payment.

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

Prepare cost estimates for time, materials and equipment. Order all parts, materials and services required in day-to-day operations as well as special projects and reconcile account and purchase order activities.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment and supplies used in facility maintenance and repair.

Standard safety practices required in facility maintenance and repair.

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, equipment and vehicles.

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/AS degree in construction technology, public administration or related field and four (4) years increasingly responsible experience in facility maintenance, capital improvement project management including two (2) years in a supervisory capacity.



LICENSE OR CERTIFICATE

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R. / First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A.

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 90 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 sun exposure, cold and wet

