

FACILITIES SUPERVISOR

DEFINITION

To plan, organize, direct, and supervise building maintenance and custodial operations within the Public Works Department; to oversee service agreements and/or contracts associated with service and maintenance work; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Manager.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for building maintenance and custodial operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in building maintenance, alterations and improvements, and custodial activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, equipment and supplies; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; evaluate staff and work with employees to correct deficiencies; implement discipline procedures.

Monitor and review service contracts and agreements; ensure appropriate contracts are in place; work with contractors to resolve issues.

Oversee and participate in inspections of facilities maintenance to ensure compliance with established policies and procedures, safety protocols, and established standards of service.

Establish schedules and methods for providing facilities maintenance services; identify resource needs and review with appropriate management staff; and allocate resources accordingly.

Perform the more technical and complex tasks of the work unit including operating and monitoring the building's energy management system including the computerized heating and

air conditioning (HVAC) system.

Supervise the monitoring, operation, testing, and inspection of the fire alarm and security systems; ensure systems are in proper working condition and in compliance with State and Federal regulations.

Prepare, review and maintain a wide variety of written reports and records; develop, review and update written maintenance instructions and schedules.

Participate in a variety of special projects which may include working with contractors and inspectors; review and/or prepare plans and specifications for contract work, interpret contract documents; coordinate and inspect work performed to determine compliance to contract.

Review space and alteration/improvement requests, make technical recommendations, and establish funding for the requests.

Coordinate and review construction and improvement plans for consistency with City standard specifications and details and long-term maintenance and life-cycle costs.

Answer questions and provide information to the public; investigate complaints and recommend corrective action necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building and custodial maintenance, repair and operation of major types of building equipment.

Methods, materials, and tools used in the operations, maintenance, and repair of building support systems, buildings, and grounds.

Methods of heating, lighting, and ventilating large buildings.

Methods of overseeing and implementing service contracts.

Computerized HVAC, fire, and security systems.

Principles and practices of life safety system design review and inspection.

Methods to estimate costs and materials involved in building alterations.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget procedures monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office procedures, methods and computer equipment.

Ability to:

Organize, implement and direct building maintenance and custodial operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent department policies and procedures.

Read, interpret, and work from plans, drawings, and specifications.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Develop and implement request for quotations (RFQ) and request for proposals (RFP).

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate personnel.

Experience and Training

Experience:

Three years of increasingly responsible experience in building maintenance and repair,

including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level education, supplemented by college course work in civil engineering, building trades, construction management, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.