



Facilities Maintenance Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for performing a wide variety of semi-skilled and skilled tasks in the construction, alteration, maintenance repair, and cleaning of City buildings and facilities; supervises and coordinates facilities maintenance and custodial programs; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

The Facilities Maintenance Supervisor assumes responsibility for the daily management of the plant maintenance section. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Facilities Maintenance Supervisor's work is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff engaged in facilities maintenance and custodial programs; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, 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; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of facilities maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing facilities maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; and oversees vendors to ensure adherence to contract provisions.

- Provides leadership and works with staff to ensure a high performance, customer-oriented work environment that supports achieving the department's and the City's mission, objectives and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; requisitions necessary tools, supplies, materials and equipment; monitors and approves expenditures as authorized; recommends budgetary adjustments as necessary.
- Performs 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.
- Supervises the monitoring, operation, testing, and inspection of the fire alarm system; ensures system is in compliance with state and federal regulations.
- Supervises the monitoring, operation, and maintenance of security systems to ensure continuity of operation.
- Provides technical assistance to staff; resolves a variety of routine personnel administrative matters; interprets City personnel and MOU provisions as necessary.
- Inspects and evaluates work being performed; identifies problem areas and directs remedial action.
- Prepares or reviews and maintains a wide variety of written reports and records, including personnel records, periodic progress reports, accident reports and maintenance requests for section activities; develops, reviews and updates written maintenance instructions and schedules.
- Ensures that section activities are carried out in a safe and efficient manner.
- Responsible for assigned projects, including but not limited to: interfaces with contractors and inspectors; reviews and/or prepare plans and specifications for contract work, interprets contract documents, coordinates and inspects work performed to determine compliance to contract.
- May participate in long-term planning to assess future needs.
- Maintains current knowledge of new trends and innovations in the field of facilities maintenance services; researches new operational methods, techniques and equipment and recommends their application.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints in an efficient and timely manner.
- Utilizes the work order software system to schedule work tasks, track progress, and analyze work performance.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of facilities maintenance and custodial programs.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
- Theories, principles, methods and equipment used in facilities construction, maintenance and repair work.
- Occupational safety hazards and safe work practices.
- Computerized HVAC, fire, and security systems.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, coordinate, and direct facility maintenance and custodial programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in facilities maintenance.
- Recommend and implement goals, objectives, policies, and procedures for providing facilities maintenance and custodial programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- Monitor, operate and diagnose operating problems through use of computerized HVAC system.
- Exercise independent judgment and initiative within established guidelines.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports and documentation.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prioritize workloads to meet organizational needs.
- Respond and perform assigned duties in the event of a City-declared emergency.

***Desired
Minimum
Qualifications:***



Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

Education and Experience Guidelines:

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in facilities maintenance and construction or a related field.

Experience:

Six years of responsible facilities construction and maintenance experience including one year of lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to regularly sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment; lift 50 pounds and move 100 pounds. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office and field setting; occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

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