

CITY OF CARSON

Title: SUPERVISOR - BUILDING MAINTENANCE

Job Summary:

Under direction plan, organize and schedule repair and maintenance services for assigned buildings and facilities; inspect the work of skilled and semi-skilled trades and building maintenance crews to assure satisfactory completion and compliance with safety regulations; supervise and evaluate the performance of assigned staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Organize, coordinate, schedule and assign the work of building maintenance crews and skilled trades involved in electrical, mechanical, HVAC, plumbing and painting services, repairs and installations, carpentry, masonry, tile, etc.
2. Receive and review service requests for maintenance, repair or installation of equipment in assigned buildings and facilities; estimate costs, materials needs and labor required for various projects and requests.
3. Oversee and inspect on-site work activities to assure efficiency and compliance with established track standards of performance; observe and enforce safety regulations.
4. Provide technical expertise and respond to questions from assigned staff and others regarding building maintenance assignments, methods and procedures; maintain current knowledge of building maintenance methods and equipment.
5. Train, supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel; recommend disciplinary action and termination as appropriate.
6. Communicate with other District personnel and departments, contractors and vendors as needed to coordinate activities, exchange information and facilitate building maintenance operations.
7. Operate, demonstrate and assure proper care and use of specialized building maintenance equipment such as lifts, saws, electrical measuring meters, welding equipment and various hand and power tools.
8. Inspect buildings and other assigned facilities to determine maintenance and repair needs and identify unsafe conditions.
9. Order and obtain supplies and materials needed for building maintenance activities; determine supply requirements and maintain inventory; assist in preparing specifications for maintenance equipment.
10. Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, service requests and status of projects, and work progress daily.

11. Assist in budget preparation; monitor expenditures in assigned areas; recommend the purchase, repair or replacement of departmental equipment.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school or equivalent. Four (4) years increasingly responsible skilled-level building maintenance experience including at least one year in a lead capacity.

Knowledge of:

- . Methods, equipment and materials used in building maintenance work.
- . Tools, equipment and materials used in construction trades such as plumbing, electrical, carpentry, masonry and painting and HVAC.
- . Requirements of maintaining buildings and assigned facilities in a safe, clean and orderly condition.
- . Principles and practices of supervision and training and discipline.
- . Technical aspects of field of specialty.
- . Applicable laws, codes, regulations, policies and procedures.
- . Applicable sections of the California Vehicle Code.
- . Appropriate safety precautions and procedures.
- . Record-keeping techniques, and oral presentations.
- . Computerized materials, programs and applications.

Skill and Ability to:

- . Organize, coordinate and supervise building maintenance operations and activities.
- . Train, supervise and evaluate personnel.
- . Assign and review the work of others.
- . Prioritize and schedule work.
- . Perform skilled building maintenance and repair work utilizing a variety of tools and equipment used in the construction trades.
- . Conduct inspections and determine building maintenance needs.
- . Maintain tools and equipment in clean and proper working condition.
- . Observe and enforce safety practices and procedures.
- . Lift objects weighing up to 75 pounds.
- . Prepare budget, cost, material and labor estimates for building maintenance activities.
- . Meet schedules and time lines.
- . Work independently with little direction.
- . Communicate effectively both orally and in writing.

Skill and Ability to:

- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Work from blueprints, shop drawings and sketches.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effect working relationships with others.

License and Certificate:

Valid California driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling of objects which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.

Nash and Company
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