

CLASS SPECIFICATION
Facilities Maintenance Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, supervises and inspects the work of skilled and semi-skilled craft workers engaged in the construction, alteration, modification, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With direction from a Senior Facilities Maintenance Supervisor or higher-level facilities manager, incumbents of this class provide first-line supervision, training and technical assistance to skilled and semi-skilled building trades craft workers. Incumbents are responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Work and results are reviewed through conferences, field inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the annual division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
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; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, schedules, supervises and inspects the work of skilled and semi-skilled craft personnel engaged in the construction, alteration, maintenance and repair of City-owned buildings, structures, offices, facilities and associated mechanical and electrical systems.
5. Participates in the development and implementation of short- and long-term plans and specifications for projected projects.
6. Inspects buildings and facilities for needed maintenance and repairs.
7. Confers with City staff regarding work orders and service requests.
8. Plans and lays out jobs from blueprints, drawings, sketches or verbal instructions; maintains records of work performed in the form of blueprints, drawings and specifications; prepares drawings and specifications for assigned projects.
9. Estimates labor, material and equipment requirements for assigned work and projects; requisitions parts, tools, equipment and material for assigned work and projects.
10. Coordinates the work of the unit with other staff, work units and bureaus.
11. Responds to complaints or inquiries by phone or in person.
12. Ensures compliance of the unit's activities to pertinent codes, regulations and guidelines.
13. Works with staff to ensure the performance of predictive and preventive maintenance programs.
14. Inspects the work of City personnel and contractors to ensure compliance with City policies, guidelines, specifications, standards and contract provisions.
15. Provides technical assistance to staff.
16. Responsible for carrying out the City's safety program for the work unit; 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.
17. Maintains and updates written manuals and instructions.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques, tools and material used in the building trades, including carpentry, painting, electrical, HVAC and plumbing.
2. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
3. Principles and practices of budgeting, purchasing and maintenance of public records.
4. Research methods and analysis techniques.
5. Principles and practices of effective human resource management and supervision.
6. City personnel policies and labor contract provisions.

7. Principles and practices of sound business communications.
8. Safe work practices and safety equipment related to the work.
9. Computer software applications related to the work.

Ability to:

1. Plan, organize, supervise, assign, inspect and evaluate the work of others.
2. Select, motivate and evaluate staff and provide for their training and development.
3. Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action.
4. Develop and implement work standards.
5. Prepare clear and concise records, reports, correspondence and other written materials.
6. Exercise independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with those encountered in the course of the work.

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; and four years of journey-level experience in one of the building trades, including at least two years of lead or supervisory experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1052 ASSISTANT TRADES SUPERVISOR. Adopted: 07-01-92

1054 TRADES SUPERVISOR. Adopted: 07-01-92; Revised: 09-28-99

Revised: 03-02-04 (updated content to reflect organizational changes)

June 2009 - Change Job Class number from 7717 to 30000713, due to system change.