

CLASS SPECIFICATION
Senior Facilities Maintenance Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, schedules, organizes, directs and evaluates the work of crews and craft personnel engaged in the construction, alteration, modification, maintenance and repair of City-owned buildings, structures, offices and related facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class have administrative, financial and managerial responsibilities for planning and directing the construction, alteration, modification and maintenance of a large portfolio of buildings, structures and facilities. Typically, the unit's work plans are carried out through subordinate supervisors or the incumbent has responsibilities for a bureau with a large facilities inventory. Incumbents are responsible for formulating and developing assigned unit goals and objectives as related to bureau goals, supervising and inspecting the work of assigned personnel and directing day-to-day activities. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. 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 supervisors and 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 biennial 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 supervisors and 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.
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. Directs and participates in analysis and prepares recommendations and reports regarding the construction, maintenance and repair of the City's buildings, structures, offices, facilities and associated mechanical and electrical systems; determines the time, equipment, material and personnel requirements for major projects.
5. Directs the scheduling and dispatching of facilities maintenance crews and personnel; oversees and coordinates the division's automated work order system for facilities maintenance.
6. Evaluates programs in terms of cost and program goals; determines priorities and schedules; allocates division funds and resources; develops and implements preventative maintenance programs.
7. Oversees and directs long-range planning for facilities maintenance, renovation, disposal and replacement according to cost projections and facilities features and amenities.
8. Inspects facilities for needed maintenance work or reviews work orders, complaints and other requests for services received from other divisions and bureaus; manages the development and maintenance of a database to document and index condition of buildings.
9. Inspects work of the section's personnel to assure compliance with City specifications and standards.
10. Inspects progress of projects in the field, through reports, and the review of completed work orders; evaluates the level of service provided as a basis for making improvements to productivity and cost effectiveness; evaluates work methods and procedures, staffing, equipment, scheduling practices, productivity and costs as guides to improved practices.
11. Prepares a variety of special and recurring studies and reports; coordinates division activities with other work units and bureaus.
12. Provides technical assistance to staff.
13. Manages building "Fire/Life Safety" program for selected buildings.
14. Prepares a variety of special and recurring studies and reports; develops recommendations to improve division operations and efficiency; coordinates division activities with other divisions, bureaus and agencies.
15. Prepares and submits regular operations and maintenance reports.
16. Inspects work performed by contractors to ensure compliance with City specifications and standards.
17. Prepares specifications and drawings for proposed projects; confers with City staff, architects and engineers regarding proposed projects.
18. Prepares requests for bids for minor repair and remodeling projects.
19. Plans and implements energy management plans for assigned facilities; monitors building utility bills for trends or irregularities using analysis programs.
20. Represents the bureau in meetings with other bureaus and divisions.
21. Ensures the City's safety program and goals are implemented and carried out in the division; develops and implements safety requirements to be carried out in the division.

22. Develops, reviews and updates written maintenance instructions and manuals.
23. Responds to emergency situations as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques involved in the construction, maintenance and repair of buildings, structures, offices and related facilities.
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. Analyze and make sound recommendations on complex management and administrative issues.
2. Understand, interpret, explain and apply City policy and procedures governing assigned areas of responsibility.
3. Present proposals and recommendations clearly and logically in public meetings.
4. Represent the City effectively in negotiations.
5. Develop and implement appropriate procedures and controls.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Establish and maintain effective working relationships with all levels of City management, other governmental officials, contractors, vendors, employees and the public.
9. Develop long-range renovation and maintenance schedules, and projects costs over time.
10. Establish maintenance standards to assure continuous serviceability of buildings and structures.
11. Develops and implements standards and guidelines for the maintenance and custodial care of assigned properties.

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 eight years of progressively responsible facilities maintenance experience, including four years of supervisory responsibility; 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 depends, 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):

1056 SENIOR TRADES SUPERVISOR. Adopted: 07-01-92

1134 SENIOR FACILITIES & MAINTENANCE SUPERVISOR. Adopted: 07-01-92; Revised: 03-24-00

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

June 2009 - Change Job Class number from 7718 to 30000714, due to system change.