

TITLE: BUILDING MAINTENANCE SUPERVISOR

CODE: 39231

GENERAL DESCRIPTION:

This is very responsible building maintenance supervisory work involving the direction of maintenance staff and the coordination of building maintenance contractual services.

Work involves responsibility for the safe, effective and timely maintenance of the District headquarters building in good condition. Duties include directing a building maintainer and coordinating maintenance contract and District trades staffs. This position also has the responsibility for making very difficult building maintenance procedures decisions. This work requires that the employee have considerable knowledge, skill and ability in building maintenance methods.

SUPERVISION RECEIVED:

Works under the general supervision of the Manager of Plant Maintenance.

EXAMPLES OF DUTIES:

Schedules, assigns, supervises and evaluates a small work group.

Coordinates the work of District building trades and contractors in building equipment systems maintenance and repair.

Coordinates the work of HVAC and elevator contractors in maintenance and repair.

Investigates and confers on building operation problems and determines corrective action to be taken.

Fills out forms and reports on completed work assignments and completes employee time records.

Drafts unit budget and controls expenditures within fund allocations.

Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives; prepares estimates and layouts of work to be performed.

Responds to emergencies at any time of day or night, as directed. Serves on-call, as assigned.

Performs related work as required.

TITLE: BUILDING MAINTENANCE SUPERVISOR

CODE: 39231

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of building maintenance principles and practices.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and to lead others in a work unit; some writing ability.

Some ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Good ability to supervise others in a work unit.

Good ability to coordinate the work of outside trades and contractors.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors and consultants.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible building maintenance experience including at least two years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.