

City of Carson

Title: Supervisor – ~~Building-Facilities~~ Maintenance

Comment [MS1]: Want to ensure the wide range of responsibilities is apparent i.e. not just Buildings, but equipment, infrastructure, etc.

Job Summary:

Under direction plan, organize and schedule repair and maintenance services for assigned ~~Citywide buildings and facilities and Citywide programs~~; 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.

Comment [MS2]: To cover items like graffiti removal

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 ~~and assign~~ service requests ~~and work orders; for maintenance, repair or installation of equipment in assigned buildings and facilities; and~~ 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. ~~Supervise maintenance personnel performing preventive and corrective maintenance tasks. Provides assistance in performing difficult and technical tasks.~~
- 2-5. ~~Consults with technical personnel/equipment suppliers regarding problems and/or major repairs.~~
- 4-6. 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.
- 5-7. 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.
- 6-8. Communicate with other ~~District~~ personnel and departments, contractors and vendors as needed to coordinate activities, exchange information and facilitate building maintenance operations. ~~Prepares work specifications and oOversees contractual services in building maintenance. Prepares work plans and cost estimates for contract services. Recommends contract extension/terminations.~~

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- 7.9. 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.~~
- 8.10. Inspect buildings and other assigned facilities to determine maintenance and repair needs and identify unsafe conditions. ~~Receives and acts on complaints regarding building and facilities maintenance.~~
- 9.11. ~~Order and obtain supplies and materials needed for building maintenance activities; determine supply requirements and maintain inventory; assist in preparing specifications for maintenance equipment.~~ Ensures an adequate inventory of materials, supplies, parts and equipment for the sections total work program. Evaluate equipment and recommends replacement; reviews and verifies verify materials and supplies purchased.
- 10.12. Prepare and maintain records, files, logs, and reports related to personnel, inventory, supplies, service requests and status of projects, and work progress daily.
- 11.13. Assist in budget preparation; monitor expenditures in assigned areas; ~~recommend the purchase, repair or replacement of departmental equipment.~~
- 12.14. Perform related duties as required.
- 13.15. ~~Administers Ceity parks-wide lock and key operations; administers and Ceitywide city-wide graffiti removal program to ensure City standards are adhered to.~~
14. ~~Researches, prepares and presents reports, and maintain records.~~
- 15.16. ~~May Responsible for responding to emergency calls.~~
- 16.17. Uses a computer and/or mobile device to perform job related tasks, input and maintain records, and/or conduct research as needed.

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Comment [MS3]: This responsibility is currently shared with Public Safety. Would be beneficial to follow up with Ken McKay on the recommended language

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Comment [MS4]: This is very similar to Number 10 above.

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#### Qualification Guidelines:

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

#### 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.

Associates degree in building maintenance, construction or building systems maintenance preferred with five-four years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

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.~~ Knowledge of the principles, practices, methods, materials and equipment used in the maintenance and construction of buildings, including carpentry, electrical, plumbing, painting, heating, ventilation, air conditioning, and work and energy conservation.
- Requirements ~~of to~~ maintain 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.
- ~~Appropriate safety precautions and procedures. Knowledge of the function, purpose and safe operation and maintenance of construction/maintenance power tools, equipment, shop machinery, and a variety of hand tools. Knowledge of safety regulations, procedures and practices and OSHA safety regulations.~~
- ~~Applicable sections of the California Vehicle Code.~~
- Record-keeping techniques and oral presentations.
- Computerized materials, programs and applications.
- ~~Knowledge of NPDES various regulations and requirements for in order to comply with annual inspections and reports of required for fixed facilities.~~
- Knowledge of the principles and practices of effective supervision.
- Knowledge of federal, State and local laws and regulations as they pertain to building issues, including Uniform Building Codes, Health & Safety codes, and Fire, Electrical, Plumbing and Mechanical Codes.

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Skills and Ability to:

- Organize, coordinate and supervise ~~facilities~~ building maintenance operations and activities.
- Train, supervise and evaluate personnel.
- ~~Ability to counsel, mediate and/or provide first line of supervision. Ability to persuade, convince convinces, and train trains others.~~
- ~~Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.~~
- Assign and review the work of others.

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- Prioritize ~~e and~~, schedule work, and meet timelines.
- Perform skilled ~~facilities 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 ~~7550~~ pounds.
- Prepare budget, cost, material and labor estimates for building maintenance activities.

Comment [AB5]: MS Question 75 or 50? See last page.

- ~~Meet schedules and time lines.~~
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Work from blueprints, ~~shop maps~~, drawings and sketches. ~~Ability to utilize a wide variety of advisory data and information, such as regulations, blueprints, electrical and plumbing diagrams, work orders, maintenance requests, contracts, purchase orders, requisition requests, time sheets, performance evaluations, accident/incident reports, maintenance schedules, equipment manuals, maps, equipment/supply catalogs, hazardous material lists, personnel policies, administrative policy and procedure manuals, budget, equipment warranty information, chemical report, training materials, technical bulletins, and general operating manuals.~~
- Maintain records and prepare reports.
- ~~Ability to use a computer and related software to input, query and maintain data and/or conduct research.~~
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and ~~effect effective~~ working relationships with others.

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#### License and Certificate:

Valid California driver's license ~~required~~.

#### 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. Ability to exert moderate physical effort in maintenance work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Require mobility of arms to reach and dexterity of hands to grasps and manipulate small objects. Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as cutting, painting, and drilling, and keyboard use.
- Performs 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. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, textures, associated with job related objects, materials, and tasks.
- May be required to use personal vehicle in the course of employment.

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Comment [AB6]: MS Question: 50 or 75?  
Previous bullet has the latter.

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