



## FACILITIES SUPERVISOR

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under general direction, this position is responsible to supervise, assign and review the work of staff providing facility maintenance for the City. The Facilities Maintenance Supervisor participates in the most complex work activities assigned.

### **Classification Characteristics:**

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

### **Essential Functions:**

- Plan, prioritize, assign, mentor, supervise and review the work of maintenance staff involved in the City's facilities maintenance and energy management programs ensuring that work is performed in a timely manner and in conformance with established policies, procedures and regulations.
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Determine and implement standards that address the functionality, security, sustainability, and efficient operation of City facilities.
- Identify energy conservation opportunities taking into account system interaction, utility rate structure, equipment life expectancy, maintenance, impact on building operation and relative payback period.
- Monitor changes in utility rate structures to ensure that energy savings are properly reflected in energy costs.
- Leverage technical resources and grant opportunities to implement efficiency projects.
- Identify and apply for utility incentives and grants to offset capital costs. Prepare ad hoc reports and presentations to communicate the realized savings and payback periods of various efficiency projects.
- Oversee the installation, maintenance and repair of facility equipment including electrical, air conditioning, heating, refrigeration and ventilation systems.
- Read blueprints and layout plans for installation, repair and construction projects; contact vendors and manufacturers in the resolution of difficult repair problems.
- Develop and implement preventative and predictive maintenance programs for all City facilities.
- Prepare and administer annual service contracts such as custodial services and related facilities maintenance functions; inspect the work of service providers to ensure compliance with contract requirements and provide direction and correction as needed.

- Estimate time, materials and equipment required for jobs; maintain records of parts and materials used; order materials as needed.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Act as a technical resource for the City; develop technical standards and procedures for facility security, maintenance and operations; participate in the establishment standards and policy preparation for facility operations.
- Participate in the preparation of the annual operating budget for the Facilities Maintenance Section; forecast funds needed for staffing, equipment, materials, and supplies. Assist with budget development with other City Departments and Divisions, as needed.
- Manage the Facilities Maintenance Section's warehousing activities including purchasing, receiving and inventory of supplies, materials, parts and equipment; coordinate annual inventory audit.
- Conduct research and perform analysis; prepare and present reports regarding project feasibility, equipment utilization, project plans, and the cost of applications.
- Maintain current on the status of new and pending regulatory legislation; recommend and implement changes to current policies and procedures in order to comply with changes; ensure compliance with applicable Federal, State, and local codes, laws, rules, regulations and ordinances.
- Respond to emergency situations as necessary.
- Supervises support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.

**Qualifications:**

Knowledge of:

- Principles of supervision, training, and performance evaluation.
- Complex energy management and building automation systems.
- Methods, materials, tools and equipment related to construction, installation, maintenance and repair of building and facilities including electrical, air conditioning and heating systems, motorized doors and gates, security systems, emergency generators, and building automation systems.
- Building codes and general contractor knowledge.
- Principles and practices of risk management, contract administration and evaluation.
- Principles of complex project management.
- Principles and practices of municipal budget preparation and administration.
- City purchasing and supply ordering policies and procedures.
- Principles and techniques of mediation and conflict resolution.
- Pertinent Federal, State, and local laws, codes and regulations.
- Mathematical principles to properly evaluate, forecast and amortize project costs.
- Methods and techniques for recordkeeping and report preparation.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures, methods, and computer equipment.

Ability to:

- Organize, schedule, coordinate, and supervise the work of others.
- Perform the most complex maintenance and operations duties.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Organize and prioritize a variety of projects and multiple tasks, set priorities and meet critical deadlines.
- Assist in the development of improved work methods and procedures.
- Analyze problems, identify consequences and alternative solutions to make logical recommendations.
- Identify occupational hazards and develop policies and procedures to ensure compliance with Federal, State and local regulations.
- Make sound independent decisions within established policies, procedural and legal guidelines.
- Principles of supervision, training, and performance evaluation.
- Effectively mediate and resolve disputes.
- Communicate clearly and concisely, both orally and in writing.
- Present effective oral and written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of increasingly responsible experience in performing journey level building operations, facilities maintenance, energy management and project management work that includes one year of project management and lead or supervisory experience is required.

Training:

Equivalent to completion of the twelfth grade supplemented by coursework in public administration, business management or building code regulation from an accredited college or university.

License or Certificate:

Possession of a California Class C Driver's License.

**Working Conditions:**

Work in office and field environments including sustained posture in a seated position for prolonged periods of time; standing and moving around work area; some stooping, lifting and inspecting. May be exposed to inclement weather conditions. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office

work and field inspection. The need to lift and carry up to 75 pounds is required.  
Drive motorized vehicles.