



## FACILITIES MAINTENANCE SUPERVISOR

FC: MC350  
PB: E  
FLSA: Exempt

PC: 880  
BU: 31(AFSCME)  
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Supervises and coordinates facilities maintenance program activities and operations within the Facilities Maintenance Division including buildings, grounds, right-of-ways, parking lots, stations and shops; performs inspections and provides recommendations for preventive maintenance and modification; coordinates assigned activities with contractors, other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the Manager of Facilities Maintenance; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first full supervisory level over classes engaged in the maintenance, repair and minor modification of all district properties. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of work. This class is distinguished from the Manager of Facilities Maintenance in that the latter has overall responsibility for all maintenance activities and operations including buildings, grounds, right of ways and surplus properties.

Reports To: Chief Engineer and/or his designee

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Coordinates the organization, staffing and scheduling of operational activities of staff responsible for the maintenance of District buildings, grounds, right-of-ways, parking lots, stations and shops.
2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; answers technical questions from employees.

## Facilities Maintenance Supervisor

Page 2

3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Forecasts, estimates, and requisitions materials, tools and equipment; processes requisitions through District procedures; arranges for deliveries from outside vendors.
5. Establishes schedules and methods for providing assigned maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
6. Directs, coordinates and reviews the work plan for assigned facilities maintenance services and activities; assigns work activities and projects; visits job sites and crews in the field and responds to urgent situations as necessary.
7. Works with other department staff to coordinate maintenance and repair activities; reviews job specifications, drawings, and plans; inspects work for compliance and completion.
8. Solicits contractors and vendors for bid estimates; monitors contract and service agreements with outside contractors and vendors; develops new and revises existing contract specifications; analyzes bids and recommends awards; ensures job compliance and completion.
9. Monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff and contractors to identify and resolve problems.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Provides staff assistance to the Manager of Facilities Maintenance; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Coordinates facilities maintenance activities with those of other divisions, contractors and outside agencies and organizations.
13. Prepares analytical and statistical reports on operations and activities.
14. Participates in the preparation and administration of the maintenance program budget; submits budget recommendations; monitors expenditures; processes bill, letters, and go cards for department; ensures that all safety training, testing, and certifications are complete.

15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of facilities and grounds maintenance.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive facilities and grounds maintenance program.
- Principles of supervision, training and performance evaluation.
- Techniques of managing, including represented employees.
- Principles and practices of facilities maintenance and construction repair.
- Methods and techniques of irrigation systems design and installations.
- Methods and techniques of landscaping.
- Methods and techniques of providing building custodial services to multiple locations.
- Principles and practices of materials and equipment purchasing.
- Budget preparation and material acquisition.
- Principles and terminology of maintenance contracts.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Supervising and coordinating facilities and grounds maintenance services.
- Overseeing the services of contracted staff.
- Selecting, supervising, training and evaluating staff.
- Planning, coordinating, and scheduling assigned maintenance functions.
- Evaluating maps, manuals, blueprints, schematics for potential impacts.
- Responding to requests and inquiries from the general public.
- Preparing clear and concise reports.
- Developing service and equipment specifications and contract documents.
- Interpreting and explaining District's policies and procedures.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a high school diploma, GED or recognized equivalent.

### **Experience:**

Four (4) years of (full-time equivalent) verifiable experience in the maintenance, repair, and modification of District buildings, grounds and facilities. Must have included at least one (1) year of administrative, contract administration, and/or supervisory experience.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must have sufficient physical mobility to walk, climb, stoop, bend, crawl, twist, work underground, and heights up to 60ft. and walk on uneven surfaces.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; field environment; exposure to noise, grease, dust, and fumes; and inclement weather conditions.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time; light to moderate lifting and carrying; exposure to potentially dangerous situations requiring a range of safety or other precautions; constantly on call/electronic availability required.

**EEOC Code: 02**

G:\CompClas\WPFiles\ClasSpec\Group\_MMC350-01