

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Facilities Maintenance Supervisor	Job Family: III
General Classification: Professional	Job Grade: 19

Definition: To plan, organize, direct and supervise the facilities maintenance operations within the Public Works Department; and to perform a variety of technical tasks relative to the repair and maintenance of City-owned buildings and related fixtures and furnishings.

Supervision Received and Exercised: Receives direction from the Business Manager or his/her designee; exercises direct and indirect supervision over assigned technical, mechanical and clerical personnel. Employee may perform the most difficult and technically complex facilities maintenance duties requiring expertise in plumbing, sheet metal, electrical, carpentry, masonry, locksmith and painting activities.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Estimate manpower and materials needed for maintenance and remodeling projects; prioritize, assign, supervise and review the work of staff and contract personnel involved in the repair and maintenance of all City-owned buildings and related furnishings.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for preventive maintenance of City-owned buildings; implement policies and procedures; and provide technical assistance for planning, construction and maintenance activities for City buildings.
3. Evaluate operations and activities of assigned responsibilities; identify existing or potential facility problems; recommend improvements and modifications to City facilities; submit justifications for contract as well as in-house maintenance activities; monitor and control expenditures using the City's financial management systems and facilities maintenance management systems.
4. Prepare material requisitions and/or purchase requisitions and other facility maintenance records as required.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to motivate and/or correct any deficiencies; provide staff evaluations; implement discipline procedures as required.
6. Provide technical assistance and guidance to staff.

Position Title: Facilities Maintenance Supervisor

Page 2

7. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
8. Review the work of contract personnel to ensure repairs and maintenance of City-owned facilities are done properly and are performed in a timely manner.
9. Perform highly skilled maintenance or modification work related to City buildings and other City facilities.
10. Ensure assigned staff and contract employees are trained in and use safe work practices.
11. Maintain equipment inventory and service history.
12. Perform emergency repairs as necessary and maintain a list of contractors available for emergency work.
13. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of building maintenance and construction trades; equipment, tools, materials, methods and techniques used in facility maintenance management; computerized facility and energy management systems; principles of work planning, scheduling, supervision, training and performance evaluation; principles and practices of contract administration; maintenance practices of trades such as plumbing, sheet metal, electrical, carpentry, masonry, locksmith and painting principles; safety management practices; and pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct the facilities maintenance operation/ activities including establishing an effective preventive maintenance program; estimate time and material cost of building repair and reconstruction, read blueprints and schematic drawings; develop, interpret and explain pertinent City and department policies and procedures related to building maintenance and repair; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff and contract personnel; operate, evaluate and ensure accuracy of facilities data in the computerized facility maintenance systems and energy management systems; and operate computer hardware and software applications.

Position Title: Facilities Maintenance Supervisor

Page 3

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a high school diploma and certification in a technical trade (such as construction engineering, carpentry, plumbing, HVAC, electricity or a related field) through a vocational training program or an accredited college. Four years of journey-level experience in the construction or building trades, including two years of supervisory experience (four years of lead experience may be substituted for the two years of supervisory experience).

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established October 1991

Revised April 2005

CLASS SPECS

CS064-P^