

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize and supervise custodian, maintenance, repair, and construction of County facilities within the Building Services Department; to perform a variety of technical tasks related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Incumbents of this supervisory class have full responsibility to direct the County facilities' custodian, maintenance, repair, and construction operations in the County.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory and management staff; exercises direct supervision over assigned custodian and maintenance staff.

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

Recommends and assists in the implementation of goals and objectives.

Plans and organizes daily and weekly schedules and assignments.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations.

Plans, prioritizes, assigns, supervises and reviews the work of staff, County work release, job training and inmate labor involved in the custodian, maintenance, repair and construction duties of County facilities.

Participates in staff selection; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Evaluates operations and activities in assigned areas of responsibility; recommends improvements and modifications as necessary to maintain productivity and effectiveness.

Receives and responds to inquiries, requests for service and recommendations from County employees and the public; investigates and recommends action as necessary.

Inspects County facilities for custodian, maintenance, repair and construction deficiencies.

Facilities Maintenance Supervisor

New.- 11/08/04

Rev.- 03/12/06

Rev.- 02/11/07

Rev.- 07/01/07

Rev.- 01/13/08

Rev.- 07/13/08

Rev.-07/01/11

Res. #2004-109

M.O. #6-3/21/06

M.O. #22-2/6/07

M.O. #22-2/6/07

M.O. #22-2/6/07

M.O. #22-2/6/07

M.O. #11-7/5/11

Ensures accurate and up-to-date inventory of County property under division jurisdiction.

Prepares lists of County facilities requiring custodian, maintenance and repair work; lays out a systematic program of preventive maintenance and upkeep.

Schedules assignments, materials and equipment; orders supplies and materials required for daily operations.

Inspects work in progress for compliance with policies and procedures, regulations, specifications, and standards of quality and safety.

Maintains daily records of project assignments.

Coordinates maintenance and repair activities with other County departments, divisions, sections, and outside agencies as needed.

Participates in custodian, maintenance, repair and construction duties, operating a full range of related equipment as required.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Basic budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Basic arithmetic.

Materials, methods, practices and equipment used in custodian, maintenance, repair, and construction activities.

Elements of construction technology as they relate to assigned construction, maintenance and repair activities.

Principles and procedures of record-keeping and reporting.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Supervise, train and evaluate the performance of assigned staff.

Coordinate the operations of custodian, maintenance, repair and construction work.

Ensure work crews' adherence to established safe work rules and practices.

Interpret and work from sketches, diagrams and blueprints.

Maintain records and prepare reports.

Assist with budget preparation and monitoring.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Work effectively in emergency and stressful situations.

EXPERIENCE AND TRAINING GUIDELINES

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 custodian, facilities maintenance or repair and construction duties, including one year of supervisory or lead responsibility.

Training

High school diploma or GED equivalent supplemented by specialized training in custodian duties, facilities maintenance, repair and construction or related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	8751000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	370