

BUILDING MAINTENANCE CREW SUPERVISOR

DEFINITION

Under general supervision, to supervise and participate in maintenance and repair of City buildings, facilities and related equipment; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for coordinating and overseeing the work of staff assigned to perform maintenance, alteration, repair, and construction work on City buildings and facilities.

EXAMPLES OF WORK

Supervises and participates in a variety of skilled maintenance and repair work involving carpentry, plumbing, painting, and concrete work; lays out work assignments insuring proper materials and supplies for required repairs; prepares estimates on the amounts and types of material, and labor needs for proposed projects; orders material and supplies; provides training to subordinates; prepares reports and maintains work orders and time records; responds to emergency needs outside of normal work hours; establish priorities for daily schedule; maintains work safety standards; represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, tools, and equipment used in building maintenance, construction, and repair.
- Principles of supervision and training.

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EMPLOYMENT STANDARDS

- Painting methods and requirements.
- Occupational hazards and safety precautions.
- Uniform Building, Plumbing, and National Electrical Code.

and

Ability to:

- Coordinate, schedule and oversee the work of staff assigned to building maintenance and graffiti abatement.
- Provide supervision, training, and work evaluation for staff.
- Perform a wide range of skilled and semi-skilled building trades work.
- Read and interpret plans and construction drawings.
- Skillfully use a variety of building tools and equipment associated with the trades.
- Maintain records, logs, and schedules of assigned work.
- Estimate necessary supplies and materials needs.
- Perform inspection, identifying maintenance and repair needs.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

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

Education: Graduation from high school or G.E.D is desirable. Formal classes toward a principal construction trade is desirable.

Work Background: Three years of progressively responsible skilled work experience in the maintenance, repair, and construction of building and related equipment and facilities, including supervisory or leadworker/crew leader experience.

Or

Work Background: Five or more years working at a contractor level in one of the principle trades (building, electrical, plumbing, or mechanical).