

BUILDING MAINTENANCE SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is skilled supervisory and programmatic work involving the planning, oversight, and evaluation of building and facility maintenance, mechanical repairs and custodial services at multiple sites. The work involves supervising and scheduling staff; making budget and purchasing recommendations; developing maintenance, modification, preventative maintenance, and repair plans; developing and coordinating service contracts and projects; and integrating the maintenance/custodial staff activities with customer service needs. The work is performed under the direction of a department head or other administrator; is characterized by the use of initiative and judgment in determining the nature of repairs needed and the appropriate methods, procedures, and staffing to accomplish work; and is reviewed for conformance with desired work standards and operating policies.

Examples of Duties and Responsibilities:

Coordinate and supervise custodial services; building mechanical and structural repairs and construction projects; and preventive maintenance programs at multiple City facilities. Integrate the maintenance/custodial staff activities with the customer service and programming activities of the facilities.

Hire, train, assign, supervise, evaluate and discipline assigned mechanical, custodial, building maintenance and repair, and unskilled staff. Assign work projects to subordinates, provide direction to improve methods and productivity; and make frequent inspections of the buildings to check for results.

Supervise painting, plumbing, carpentry, electrical, steam-fitting and other repairs and maintenance to the buildings, as well as to fixed and portable equipment.

Receive employee and customer complaints, monitor work of staff to ensure adherence to work rules and standards, conduct performance interviews with staff, review disciplinary problems including pre-determination hearing attendance, review and act on requests for leave and review, and approve training to improve service performance.

Develop short- and long-range building maintenance, modification, repair, and preventative maintenance plans and recommend additional personnel, equipment and/or materials for inclusion in the appropriate budgets. Write specifications, prepare budget and/or cost estimates for construction projects and review blueprints and construction specifications. Direct and control the work of outside workers and/or contractors doing repair or remodeling work.

Analyze operations data and recommend building modifications, updated, equipment, or changes in operating procedures to maximize energy efficiency.

Confer with representative of various agencies (e.g., contractors, architectural firms, Fire Inspection, Building Inspection, etc.) to accomplish compliance with codes and to resolve building maintenance needs and concerns.

Prepare annual operating budget recommendations for custodial, maintenance, and repair supplies, equipment, and personnel needs. Prepare annual capital budget recommendations regarding anticipated major repairs, modifications, and equipment replacements.

Keep informed on new products and equipment through research, journals, trade fairs, contacts with manufacturer's representatives, and testing new products. Train staff and implement and evaluate the use of new products by staff.

Operate computerized building operation systems for safe, secure and efficient operation of security, fire alarm, HVAC, and other systems. Oversee the operation of low pressure steam heating, boilers, cooling towers, air conditioning, ventilation, communications and other mechanical appliances.

Administer the development of specifications and the selection of various maintenance service contracts for such areas as: elevators, chillers, boilers, and HVAC controls.

Develop and maintain necessary records and reports such as: equipment and supply inventories; accident and damage reports, preventative maintenance schedules, monthly expense and activity reports, personnel records, key and lock inventories, computerized card access system, and other related records and reports.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the methods, practices, tools, equipment and materials related to custodial, building and mechanical maintenance and repair work. Thorough knowledge of the operation of plumbing, heating, and ventilating and other mechanical, electrical, and computerized building equipment and systems. Working knowledge of occupational hazards and of necessary safety precautions. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of applicable building and fire codes. Knowledge of boiler and cooling tower operations, repairs, maintenance and chemical usage. Ability to hire, train, supervise, evaluate and discipline custodial, building maintenance and unskilled workers. Ability to lay out, plan, and supervise custodial and repair work. Ability to develop, implement, and monitor comprehensive building preventative maintenance systems and operations and recommend positive cost-effective modifications. Ability to read, develop, and evaluate building/remodeling plans and specifications. Ability to develop budget recommendations and to prepare and maintain records relative to maintenance, repair, and energy costs. Ability to utilize standard computer systems for both building (e.g., HVAC controls, security, card access systems) and administrative (e.g., word processing, spreadsheets, etc.) purposes. Ability to operate standard tools and equipment used in building maintenance and mechanical repair work. Ability to demonstrate cleaning methods and techniques and to train new employees. Ability to deal tactfully and courteously with building patrons and to establish and maintain a satisfactory working relationship with subordinates, agency staff, staff of other agencies, and patrons. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

One year of responsible supervisory experience over building and mechanical repair activities and in the custodial maintenance of buildings. Such experience is normally gained after graduation from an accredited college or university with a bachelor's degree in business administration, construction management, or a related field. Possession of an associate's degree in a related trade plus an additional two years of experience may be substituted for the bachelor's degree requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Physical Requirements:

The incumbent will be expected to physically access all portions of the facility in order to perform or inspect repair and maintenance work.

Department/Division	Comp. Group	Range	Class Code
Multiple	18	06	224

Approved:

Brad Wirtz

Human Resources Director

Date