



## Facilities Maintenance Supervisor

Department/Division:	Parks and Recreation/ Facilities
Reports To:	Facilities Manager
Provides Direction To:	Facilities Maintenance Worker
Revised:	February 4, 2020

### GENERAL PURPOSE

Supervises, prioritizes, assigns and reviews the work of staff engaged in the maintenance and repairs of City buildings, facilities, and structures. Supervises and coordinates facilities maintenance programs and monitors budget and schedules. Performs related technical and complex work within assigned area of responsibility. Provides supervision, direction and oversight of staff, contracts, and contractors; schedules and inspects work and prepares reports; performs administrative tasks; and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Facilities Maintenance Supervisor is a supervisory level classification of the Facilities Division of the Parks and Recreation Department. The supervisor coordinates and evaluates the work of electricians, plumbers, painters, carpenters, HVAC technicians and various workers involved in the construction, renovation, maintenance and repair of City buildings and facilities. The supervisor receives assignments from and reports to the Facilities Manager. This position is distinguished from the Facilities Maintenance Worker by its supervisory authority and administrative duties and given that it performs or coordinates more difficult maintenance and repair work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Develops, implements and monitors employee work schedules and assignments. Approves overtime and leave requests.
2. Prepares employee performance evaluations. Interprets and applies City policies and procedures. Ensures goals, objectives, and work standards are achieved.

3. Assists the Facilities Manager in budgeting for equipment, materials, supplies, and personnel for Facilities Maintenance Division. Submits budget recommendations; monitors expenditures; evaluates and institutes changes in work methods and priorities.
4. Recommends, implements and monitors preventive maintenance and repair schedules and quality control procedures within assigned area. Allocates resources pursuant to established schedules and priorities.
5. Provides responsible staff assistance to the Facilities Manager; prepares and presents staff reports and other necessary correspondence.
6. Estimates time and staffing needs for specific assignments; assists the Facilities Manager in planning and scheduling routine and special work, and projects.
7. Participates in the selection of maintenance staff.
8. Works with employees to correct deficiencies and implements discipline procedures.
9. Trains employees in proper work methods and techniques, safety standards, and use of materials; evaluates and records employee work performance.
10. Plans and schedules work, and prioritizes assignments; delegates tasks and participates in the maintenance, repair, and set-up of City buildings and facilities.
11. Prepares, reviews, and maintains various reports and records, including inventory of tools and parts, maintenance instructions and schedules, construction progress reports, and accident reports. Maintains accurate records of time, materials and parts used, and work performed.
12. Serves as liaison for facilities maintenance services with other City departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
13. Implements and maintains facilities inspection procedures to ensure the highest standard of maintenance. Reports and keeps records regarding malfunctions and damages and proposes remedies.
14. Coordinates building and facility set-ups and the installation of holiday decorations; schedules seasonal preparation of buildings, and special events.
15. Itemizes materials to be purchased and takes inventory of supplies for reordering purposes.
16. Participates in the development and preparation of assigned project and program budgets. Prepares cost estimates for materials and labor and submits requisitions for equipment, materials, and supplies. Reviews invoices, monitors expenditures,

and makes budget recommendations. Obtains quotes, coordinates schedules, and supervises work of independent contractors for special projects, repairs, and equipment.

17. Completes daily activity logs and accident and incident reports.
18. Performs varied plumbing, carpentry, electrical, masonry, painting, and custodial maintenance tasks and performs minor office equipment repairs.
19. Completes pool maintenance, equipment maintenance and building maintenance tasks at the San Dimas Recreation Center.
20. Responds to emergency situations in the City as required.
21. Responds to after hour phone calls from City staff and alarm companies (City issued cell phone).

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Thorough knowledge of the methods and principles of leadership, management, supervision, budgeting, and customer service. Complete working knowledge of methods and procedures used in all phases of facilities maintenance and operations, including repair methods, tools, practices, and use of materials. Plumbing, mechanical, electrical, carpentry, masonry, roofing and painting practices. Principles of supervision, training, and performance evaluation; principles and procedures of record keeping; and safe work practices; and computer operations and programs related to scheduling, operation, and record keeping. Proficiency in Microsoft Excel, Word, and other Microsoft Office software is required. Experience with an asset management and automated work order systems is desirable.

### **Ability to:**

Assign, supervise, organize, and plan the work of personnel engaged in facilities maintenance activities and participate in building and maintenance and repair work; provide training to maintenance personnel; interpret and apply safety standards and practices; analyze and solve maintenance and repair problems; operate hand and power tools and equipment; read and interpret drawings, blueprints, and specifications; communicate clearly and concisely, both orally and in writing; maintain records and prepare reports; assist in the preparation and administration of the Department budget; analyze problems and identify alternative solutions; establish and maintain effective working relationships with staff and those contacted in the course of work.

**Education/Training/Experience:**

Graduation from high school or equivalent. Completion of college coursework or technical school education leading to an Associate of Arts degree in facilities maintenance or supervision/management is highly desirable. Ten or more years of increasingly responsible experience in the construction field and/or in facilities maintenance, including the operation of power-driven equipment and five years in a lead or supervisory responsibilities.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license issued from the California Department of Motor Vehicles, an acceptable driving record, and appropriate evidence of insurability in accordance with City standards. This position may work on-call and respond to City emergency and maintenance needs. LEED Certification is desirable. Certified Pool Operator is desirable.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate hand and power tools, and gauges, tape measures, and other inspection tools; and reach with hands and arms. The position occasionally operates standard office equipment. The employee is occasionally required to climb stairs or balance his or her body weight while inspecting construction areas; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, frequently talk or hear, and to occasionally lift and carry records, documents, and work tools typically weighing less than 20 pounds. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret rough sketches and blueprints and other types of information; analyze and solve maintenance problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff and the public.

## **WORK ENVIRONMENT**

The employee constantly works in the field when conducting and coordinating building and facility maintenance work. In the field, the employee is frequently exposed to loud noise from construction machinery and hand and power tools above 85 decibels as well as variable weather conditions. The position occasionally meets with developers and contractors in the field at construction sites and meeting locations.