

BUILDING MAINTENANCE SUPERVISOR

Definition

Under direction, to supervise the maintenance, repair, construction and remodeling of building facilities, including rental units and contractual work. Assist in the preparation of budget; and to do related work as required.

Examples of Duties

Supervises and manages maintenance, repairs and remodeling projects; oversees contractual work of facilities, including carpeting, carpentry, plumbing, electrical, roofing repairs, painting, tile setting, lock installation and repair, and furniture refinishing, masonry and HVAC; observes and reports the need for major maintenance and repair; implements the facility preventive maintenance program; supervises the setting-up of facilities for special activities; oversees major building repair work done by contractors, writes scope of work, prepares cost estimates, obtains bids and prepares paperwork; issues requisitions for purchase of supplies and equipment; assists in preparation of departmental budget; maintains records and prepares required reports; schedules, assigns, directs, and inspects the work of building maintenance crew. Maintains and oversees computerized work management system; in the absence of the Public Works Supports Services Manager can be temporarily placed in authority; oversees the storage and disposal of excess of City equipment; meets, confers, and coordinates with Departmental representatives on all maintenance activities. Responds to emergency calls (stand-by), work weekends and nights as required.

Employment Standards

Experience and Education

Any combination equivalent to graduation from high school and five years of experience in building maintenance, repair, and managing building/construction work crews.

Knowledge and Abilities

Knowledge of the methods, materials, and equipment used in building maintenance repair; knowledge of carpentry, painting, plumbing, and electrical work; ability to recognize the need for major and minor repairs; ability to schedule and supervise the work of others; ability to establish and maintain effective working relationships with others; ability to prepare in-depth cost estimates and scopes of work.