

BUILDING MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, assigns, supervises and inspects the work of employees engaged in the maintenance and repair of City buildings.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Supervises, plans, schedules, and coordinates the activities and personnel involved in the maintenance and repair of numerous City buildings.

These functions include carpentry, painting, plumbing, electrical, heating/air conditioning, pneumatic tube system, fire emergency equipment, emergency generator, steam lines, valves/regulators and remodeling. Prepares requisitions for parts, materials, equipment and tools; prepares, maintains and submits various records, logs and work orders. Inspects work of Building Maintenance Technicians and inspects buildings to determine condition. Responds to inquiries, requests for service and complaints from other City departments. Assists in the selection of new Building Maintenance technicians. Conducts training in the proper use of materials and equipment, safety, and the safe handling of hazardous materials. Prepares and investigates industrial injury reports. Assumes all the responsibilities of the Building Maintenance Superintendent during his absence. Performs other job functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a broad variety of maintenance and repair duties both inside and outside buildings and on the grounds. Versatility is essential and capabilities in several fields is of greater value than special skill in a single trade.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of increasingly responsible experience as a Building Maintenance Technician for the City of Santa Ana and possession of the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: rough and finished carpentry, plumbing, metal and concrete work, and painting and electrical trades; occupational hazards and standard safety precautions necessary in the work; familiarity with supervisory techniques, processes and procedures.

Ability to: coordinate and supervise the work of others, perform a variety of maintenance and repair tasks; communicate effectively both orally and in writing; establish and maintain effective working relationships with the public and other employees.

SPECIAL REQUIREMENT

Possession and retention of a valid California Class C Driver's License is a condition of employment.

SPECIAL WORKING CONDITIONS

Must be willing to work weekends, holidays and/or after regular working hours.

DESIRABLE CHARACTERISTICS

The successful performer is an effective motivator who encourages the development of subordinates and a team orientation to problem resolution. An effective leader, the incumbent is safety conscious, has the ability to deal tactfully with co-workers and the public and is dedicated to providing the highest quality service to the City.

Class title change from Custodial Foreman per 81-83 SACEA MOU,
effective 7-1-82

Reviewed: 10/03, 08/08

ADA Approved: 10/03, 08/08