



Facilities Maintenance Supervisor

Department/Division:	Parks and Recreation/ Facilities
Reports To:	Facilities Manager
Provides Direction To:	Facilities Maintenance Workers
Revised:	June 16, 2022

GENERAL PURPOSE

Under general supervision, supervises, prioritizes, assigns and reviews the work of staff and contractors engaged in the maintenance and repairs of City buildings, facilities, and structures. Supervises and coordinates facilities maintenance programs and contracts, monitors budget and schedules and inspects work; prepares reports and completes administrative tasks; and performs other related duties as assigned.

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 maintenance staff and contract electricians, plumbers, painters, carpenters, HVAC technicians in the construction, renovation, maintenance and repair of City buildings and facilities. The supervisor receives assignments from and reports to the Facilities Maintenance Manager. This position is distinguished from the Facilities Maintenance Worker I and II by its additional supervisory authority and administrative duties and the coordination of 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. Interprets and applies City policies and procedures; prepares and presents staff reports and other necessary correspondence; ensures goals, objectives, and work standards are achieved.
2. Assists the Facilities Maintenance Manager in preparing project and program budgets for equipment, materials, supplies, and personnel for Facilities Maintenance Division; itemizes materials to be purchased and takes perpetual inventory of supplies for reordering purposes; reviews status of equipment and replacement needs and monitors actual expenditures.
3. Recommends, implements and monitors preventive maintenance and repair schedules and quality control procedures within assigned area; allocates resources pursuant to established schedules and priorities.

4. Participates in the selection of maintenance staff; trains employees in proper work methods and techniques, safety standards, and use of materials; evaluates and records employee work performance; works with employees to correct deficiencies and implements discipline procedures.
5. Plans and schedules work, and prioritizes assignments; delegates tasks and participates in the maintenance, repair, and set-up of City buildings and facilities; assists the Facilities Maintenance Manager in planning and scheduling routine and special work, and projects.
6. Prepares, reviews, and maintains various reports and records, including inventory of tools, parts, and supplies, maintenance instructions and schedules, construction progress reports, daily activity logs, and accident and incident reports; maintains accurate records of time, materials and parts used, and work performed.
7. Serves as liaison for facilities maintenance services with other City departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
8. Implements and maintains facilities inspection procedures to ensure the highest standard of maintenance; reports and keeps records regarding malfunctions and damages and proposes remedies.
9. Coordinates building and facility set-ups and the installation of holiday decorations; schedules seasonal preparation of buildings, and special events; reviews and approves rental agreements.
10. 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.
11. Operates hand and power tools, and light to heavy equipment such as an aerial lift in the performance of varied plumbing, carpentry, electrical, masonry, painting, and custodial maintenance tasks and performs minor office equipment repairs.
12. Completes pool maintenance, equipment maintenance and building maintenance tasks at the San Dimas Recreation Center as needed.
13. Responds to on-call, after hours, and emergency situations in the City as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Knowledge of the methods and principles of leadership, supervision, budgeting, and customer service; facilities maintenance and operations, including repair methods, tools, practices, and use of materials and trouble-shooting techniques. Facilities trades work methods including 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. Computer software applications related to scheduling, operation, and record keeping.

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 including an aerial lift; 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:

Any combination of education and/or experience that would provide the required knowledge, skills, and abilities necessary for successful job performance is qualifying. A typical way to achieve this is:

Graduation from high school or equivalent and completion of college coursework or technical school education leading to an Associate of Arts degree in facilities maintenance or supervision/management. Five or more years of increasingly responsible experience in the construction field and/or in facilities maintenance, including the operation of power-driven equipment and one year of supervisory responsibilities. Experience with an asset management and automated work order system is desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license issued from the California Department of Motor Vehicles, an acceptable driving record, proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Certified Pool Operator certification is desirable. HVAC and related technical maintenance certification 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 their 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.