

MAINTENANCE SUPERVISOR / FACILITIES

DEFINITION

Under general direction, plans, organizes and directs the work of maintenance crews and performs a variety of both skilled and semi-skilled tasks in the operation and maintenance of all City facilities; and related tasks as required.

DISTINGUISHING CHARACTERISTICS

This position reports directly to, and receives direction from the Facilities Manager. The incumbent plans, organizes, schedules, assigns and directs the work crews engaged in the operation and maintenance of all City facilities. This position is distinguished from the Leadworker by the ability to perform tasks at a higher skill level, using more independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, schedules, assigns, supervises, trains, reviews and evaluates the work of maintenance crews engaged in facilities operation and maintenance including general and specific Facilities housekeeping, minor repairs on buildings and office furniture, preventative maintenance and repairs of plumbing and electrical systems; prepares budgetary estimates, obtains quotes for equipment and materials for projected activities; provides technical assistance to staff in resolving difficult problems; instructs and provides for the training of crew members in work methods, use of tools and equipment and relevant safety precautions; inspects job sites to determine work required and to evaluate performance; resolves a variety of routine personnel and administrative matters; recommends and implements disciplinary action; prepares and maintains a variety of reports and records as needed; orders and maintains inventory for all materials required in accordance with City, State and Federal standards; recommends special work required or necessary equipment maintenance; ensures appropriate safety devices and equipment are being utilized; responds to emergency situations as necessary; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; operates City vehicles and equipment in a safe and efficient manner; utilizes computer software programs competently; routinely adheres to and maintains a positive attitude; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school or GED equivalent supplemented by 30 semester units of college related courses in facilities management. Verifiable facilities trade certificate courses may be accepted. Must possess three years of experience in facility maintenance, including at least two years in a supervisory capacity. One year additional experience as a facilities supervisor may substitute up to 15 units.

City of Victorville Position Description

Knowledge & Abilities –Knowledge of: custodial maintenance, facility repair, interior painting, minor plumbing repair, general principles of employee supervision and safe work practices; municipal budgeting and purchasing procedures; training and performance evaluations; modern office equipment including computers.

Ability to: select, train, supervise, and evaluate staff, as well as manage and coordinate the work of technical personnel; perform administrative duties involving the use of independent judgment, discretion and confidentiality; effectively present instructions and information, in writing and orally, to the general public, outside agencies and fellow employees; establish and maintain effective work relationships with supervisors, fellow employees and the general public; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; handle multiple priorities; provide timely and courteous customer service; operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Possession of a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in both an office and field environment in close proximity to other workers. Incumbent shall be exposed to dust, extreme temperatures, noise, and inclement weather, with occasional exposure to hazardous work conditions. Incumbent must have the mobility to visit various job sites on a regular basis. Physical demands require bending, stooping, and frequent lifting up to 100 pounds on a continual basis. Incumbent must be able to see and hear in the normal range with or without corrections, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must respond to emergency situations as necessary. Must possess the willingness to work an irregular schedule in order to meet the recreational needs of the community, including evenings, weekends, and holidays.

APPROVED:


DANA M. RANNEY
DIRECTOR OF HUMAN RESOURCES

DATE ADOPTED: August 20, 2004

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position
ms.j.d Maintenance Supervisor - Facilities 8-20-04