

FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

To supervise, assign and coordinate the work of various maintenance and crafts employees. To schedule projects, maintain the division's safety program, and assist the Facilities and Building Manager as required.

SUPERVISION RECEIVED AND EXERCISED

The Facilities and Building Manager provides general Supervision.

Responsibilities include the direct and indirect supervision of skilled and semi-skilled maintenance and crafts personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

1. Supervises, assigns and coordinates the work of maintenance employees. Inspects the on-site work of various crafts, and evaluates assigned personnel on a regular formal basis, as well as on a daily going basis. Includes the motivation of division personnel toward skill improvement and teambuilding.
2. Schedules and prioritizes maintenance assignments including City projects such as carpentry, painting, plumbing, sheet metal work, welding, masonry and electrical work. Also arranges for appropriate equipment and materials, and assigns and schedules vehicle usage.
3. Supervises the operation of a variety of equipment, including a forklift, sheet metal bender, metal cutting saws, sheet metal sheer grinders, airless spray gun, paper-hanging tools, sheet rock tools, drill press, grinding tools, hand tools, power velocity guns (high and low), pipe threaders, buffers, sandblasting equipment and various trucks and vans.
4. Reports to the Facilities and Building Manager status of major repairs, equipment malfunctions, and work planning. Recommends solutions to maintenance problems, and provides input as needed for budget preparation. Performs the duties of the Facilities and Building Manager in his absence, and may authorize and coordinate contractual work during emergencies.

ESSENTIAL DUTIES – (continued)

5. Maintains the division's safety program by implementing OSHA standards; conducting monthly meetings and safety "tailgate" meetings; and preparing monthly division reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Abilities and Skills:

A. Ability to Supervise: assigns and coordinate the work of journey-level Crafts and auxiliary maintenance workers. Includes the ability to head staff meetings, inspect work and periodically evaluate employees according to division standards and objectives

B. Knowledge of a variety of shop trades, including painting, electrical, steam fitting, pump repairs for sewage, sheet metal, plumbing, carpentry, motor repair, welding, heating, ventilation and air conditioning (HVAC) repair, and masonry.

C. Oral and Written Communication Skill to prepare maintenance and Safety reports, lead discussions, write evaluations, review records and present information to tenants, shop personnel, contractors, and the general public.

D. Planning Skill in developing coordinated schedules which ensure the timely processing of work requests and preventive maintenance. Includes the development of orderly procedures for implementing the schedule. Also includes building in any modifications, which may be required in handling job requests within the system.

E. Decision making Skill to make independent judgments and to choose appropriate solutions from a number of alternative choices. Includes a readiness to make needed decisions, interpret problem information, and follow through.

LICENSE

Possession of a valid Class III Driver's License.

EXPERIENCE AND EDUCATION

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge would be:

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Experience: Five years journey level experience in one or more of the following trades: carpentry, plumbing, heating-ventilation-air conditioning (HVAC), painting, mechanical or electrical work. Must include at least two years of supervisory or lead experience.

Education: Equivalent to completion of the twelfth grade, supplemented by specialized trade school or apprenticeship completion.

PROBATIONARY PERIOD: One year.

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AAP Group: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt