

CITY OF GLENDALE

TITLE:	Building Maintenance Supervisor	CLASS CODE:	913
REPORTS TO:	Deputy Field Operations Director or Housing Services Administrator	GRADE:	25
DEPARTMENT:	Public Works or Community Partnership	FLSA:	E

JOB SPECIFICATION DATE: March 1, 2012 db

JOB SUMMARY

Supervises building maintenance workers, custodians, service workers, security guards, and contractual workers assigned to City buildings. Coordinates the overall preventative maintenance, repair, cleaning, security, and construction of city and park facilities.

ESSENTIAL FUNCTIONS

1. Schedules, organizes and supervises work crews involved in construction, remodeling, maintenance and repair of all city owned buildings.
2. Writes and reviews work requests, prioritizes and assigns jobs to staff.
3. Schedules preventative maintenance tasks to be performed on City equipment such as air conditioners, heaters, coolers and pumps.
4. Develops and monitors yearly departmental budget.
5. Inspects work by city staff and contract staff, both in progress and upon completion.
6. Receives and resolves complaints and problems concerning personnel supervised and work performed.
7. Maintains and updates employee files.
8. Provides instruction to assigned staff in proper work procedures, safety practices, departmental policies and procedures.
9. Makes recommendations, and develops cost estimates on materials, supplies, equipment and personnel needs.
10. Reads and interprets blueprints and building plans.
11. Orders supplies and materials for projects.
12. Prepares oral and written technical and statistical reports to the superintendent of facilities management.
13. Administers the computerized preventative maintenance and work management system.
14. Meets with professional engineers, architects, and contractors for pre-design information related to the remodeling of existing facilities and the construction of new city facilities and parks.
15. Attends various meetings and committee functions.
16. Assists the superintendent in the planning of long-term goals for the division.
17. Participates in the development of the capital improvement budget for city facilities.
18. Supervises special programs as may be determined by public policy.
19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, methods, tools, materials and practices used in building maintenance, trades, and custodial services needed to maintain all city facilities and parks
Supervisory policies, procedures, and techniques
State, local and federal codes and guidelines such as the Uniform building code for plumbing, mechanical, electrical, fire and safety, and regulation of the EPA, OSHA, the Arizona Corporation commissions
The provisions of the Americans with Disabilities Act

Ability to:

Plan, organize, assign and coordinate the work of building maintenance crews
Estimate equipment, personnel and material needs on a project basis
Read and interpret blueprints
Establish and maintain effective working relationships with subordinates and other city employees
Deal effectively with city employees and the general public in the resolution of complaints and the provision of services
Operate a personal computer and programs related to the department's preventative maintenance and work management system

WORKING CONDITIONS

Some exposure to the working conditions of subordinate employees in the field as assignments are given and supervision is exercised. Exposures can be controlled through the use of safety precautions.

MINIMUM QUALIFICATIONS

Two years of trade school or college level course work in building construction, maintenance, and repair, and four years experience in general construction at the journeyman level including one year of lead or supervisory experience.

Any equivalent combination of training, experience and education that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy