



FACILITIES MAINTENANCE SUPERVISOR

Definition:

Under the general direction of the Recreation Superintendent, supervises the custodial team and is responsible for maintaining City facilities, and appropriate equipment, in a state of repair or operating condition that meets or exceeds established standards of safety and efficiency.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates the maintenance of City buildings, swimming pool and pool equipment, sports infields, drinking fountains, park playground equipment, and related facilities and/or equipment.
2. Schedules, organizes, and inspects the work of facility maintenance services performed by staff and contract personnel.
3. Maintains and purchases custodial supplies, equipment, and related inventory.
4. Recruits, supervises, and evaluates Facilities Maintenance staff.
5. Coordinates training for maintenance staff related to a variety of skilled trades work.
6. Ensures that the City is in compliance with all applicable local, state, and federal laws.
7. Ensures maintenance staffing for activities at City facilities, according to department and City policy.
8. Participates in whatever maintenance duties are necessary to achieve departmental goals.
9. Maintains tools in proper condition for safe, efficient use at any time by all members of the maintenance staff.
10. Processes all requests for services.
11. Maintains and ensures that an annual inspection and repair schedule of all facilities is adhered to.
12. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Methods, equipment, tools and materials used to perform maintenance work.
- Operation of a variety of hand and power tools and equipment.
- Appropriate safety precautions and procedures.
- Basic maintenance trades.
- Principles of training, performance appraisal and budgeting.
- Principles of organization, management, and personnel supervision.
- Record keeping and reporting procedures.

Skill and Ability to:

- Perform heavy labor.

- Work evenings, weekends, and/or holidays.
- Perform skilled trades work.
- Understand and follow oral and written direction.
- Use and operate various tools, equipment and vehicles.
- Work well with others.
- Work independently, without direct supervision.
- Achieve results through work planning, implementation and follow-up.
- Create and implement new concepts in programs and activities.
- Supervise, evaluate, and train subordinates.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school and six years of experience in building/construction trades and journeyman experience in at least one trade, including two years of supervisory experience. Previous experience working with large swimming pool equipment systems is preferred.

Licenses and Certificates:

Possession of a valid California driver's license, current First Aid and CPR certification, and live-scan fingerprinting clearance required; current Playground Safety Inspector and Public Pool Operator certifications are desirable.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- Subject to inside and outside environmental conditions.
- May be required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings, weekends, and holidays.