



Facilities Supervisor

Summary

Plan, coordinate, supervise activities of staff in the Facilities Maintenance section of the Parks and Facilities Division of the Parks and Recreation Department related to the installation, maintenance, repair, and service of the electrical and mechanical equipment, facility infrastructure, structures, and roofs; and provide technical support to City project and program managers.

Class Characteristics

General direction is provided by a higher-level manager or superintendent; responsibilities included the direct and indirect supervision of lower-level professional, technical, and support services positions.

This class can be distinguished from the Facilities Technician I/II and Senior Facilities Technician in that the Facilities Supervisor provides first level direct supervisory responsibilities and operations within the Facilities section. Incumbent provides technical expertise and troubleshooting regarding the most complex maintenance and repair issues, directly contracts with vendors and possesses journey-level trade experience. The Facilities Supervisor class is distinguished from the Superintendent of Parks and Facilities by its degree of public interface and scope of responsibilities related to budgeting.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Supervise and perform maintenance and repair duties for the City's structures and related facilities.

Plan, schedule, and monitor the work of subordinate staff engaged in repair activities; prioritize and distribute assignments; prepare daily work schedules; monitor productivity, efficiency and quality of work performed.

Provide standard maintenance procedures for operating staff and maintenance staff for routine preventative maintenance procedures; provide input to supervisors and managers regarding assigned staff performance.

Implement project management scheduling for Capital Improvement Projects; monitor and input work status into work order and asset management system.

Oversee inspection, maintenance, troubleshooting, repair, and service of facilities, heating, air conditioning and ventilation systems, electrical systems, and plumbing systems; coordinate, supervise, and inspect outside contractors.

Oversee preventive and predictive maintenance checks and servicing on equipment; develop and monitor maintenance schedules.

Manage supplies and maintain appropriate inventories; estimate quantities of materials and supplies needed and place orders; recommend and assist with equipment purchases including budget planning for operating and major purchases; oversee the maintenance of time, material, work order, and equipment use records.

Rebuild equipment by disassembling, cleaning, ordering replacement parts, repairing mechanical malfunctions, and reassembling and testing.

Train staff in work techniques, use of equipment, and safety programs and techniques such as confined space entry procedures and lift station maintenance safety procedures.

Adhere to safety orders and comply with federal and OSHA regulations in all aspects of work.

Confer with engineers, contractors, vendors, other City departments, and staff as needed regarding assigned projects, project scheduling, material purchases, work assignments, office procedures, and work production; make recommendations as appropriate regarding the design, installation, and maintenance of building and facility mechanical systems.

Read and interpret construction plans, specifications, and schematics; provide input on design drawings and specification and recommend changes if appropriate.

Fabricate parts and equipment as needed such as mounts, brackets, and shields; operate welding and cutting equipment.

Perform general plumbing, electrical, and carpentry duties as required.

Establish standby lists to ensure that personnel are available for problems which might occur after work hours, on weekends, and holidays.

Responsible for the administration of outside contract work.

Maintain and oversee an inventory of facilities maintenance projects and assist in prioritizing and completing projects.

Prepare reports, forms, correspondence, and related documentation regarding assigned operations; ensure that all required forms and reports are properly completed and filed in a timely manner.

Perform related duties as assigned.

Skills/Abilities:

Oversee and perform skilled and semi-skilled work pertaining to the installation, maintenance, repair, and service of electrical, facility structural, and mechanical equipment.

Assign, direct, and monitor the work of others; provide training and leadership to subordinate employees.

Troubleshoot and diagnose malfunctions with HVAC, electrical, and mechanical building and facility equipment.

Operate a variety of hand and power tools; monitor and test equipment.

Read and interpret drawings, blueprints, and specifications.

Understand a variety of technical instructions in text, mathematical, or diagram form.

Prepare technical reports and documents.

Present information to supervisors and managers in a clear, concise, and effective manner.

Respond to emergency situations in a timely manner.

Make sound decisions and meet critical deadlines.

Define problems, collect data, establish facts, and draw valid conclusions.

Operate office equipment including computers and supporting word processing, spreadsheet, workflow management system and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, and reach with hands and arms. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and will frequently be required to enter data into a terminal, personal computer, or keyboard device and operate office equipment requiring repetitive arm/hand movement. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must be able to perform heavy physical labor, including having sufficient strength to lift, carry and/or move items up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and wet conditions. Other work conditions include exposure to unpleasant odors, mechanical parts, fumes, airborne particles, and moderate noise levels. There is risk of exposure to hazardous fumes and substances. Employees must operate vehicles and equipment in order to perform job duties. Employees may be required to work overtime, weekends, and/or holidays and may perform on call duties.

Qualifications

Knowledge of:

Principles and practices of employee supervision, including employee selection, work planning, organization, scheduling, employee training and development, performance management and progressive discipline. leadership, and training.

Typical operations, services, and activities within city facilities.

Principles, methods, materials, and tools employed in the repair and maintenance of pumps, motors, HVAC, electrical, and facility mechanical equipment and structures.

Occupational hazards and safety precautions necessary in maintenance work.

Basic plumbing and electrical principles.

Practices and techniques of metal cutting and welding.

Report writing and documentation.

Standard principles and practices of purchasing, public contracting process and inventory control.

Methods and techniques of developing and implementing a preventive and predictive maintenance program.

Office procedures, methods, and equipment including computers and applicable software

applications such as a workflow management system, word processing, spreadsheets, and databases.

Education and Experience

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

Education:

Equivalent to graduation from high school; additional technical or college-level course work is highly desirable.

Experience:

Five years of increasingly responsible journey-level experience performing maintenance, construction, and repair duties, with a minimum of two years in a lead or supervisory role.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of an EPA Universal Refrigerant recovery license is desirable.

Possession of a California Contractor's C-10 Electrical License or equivalent union or state document is desirable.

Possession of a California Contractor's C-20 HVAC license or equivalent union or state document is desirable.

Possession of a California Contractor's "B" General Contractor's License is desirable.

Additional Requirements:

May be required to work on-call.

May be required to work overtime as needed.

Established: 10/18/2021

Resolution #: 2021-170 N.C.S.

Department: Parks and Recreation

FLSA Status: Non-exempt