

BUILDING MAINTENANCE DISTRICT SUPERVISOR, 3190

Summary of Duties : Supervises, through subordinate craft supervisors, journey-level and other employees engaged in the operation, maintenance and repair of buildings and appurtenant equipment in a large City department; and does related work.

Distinguishing Features : A Building Maintenance District Supervisor is responsible for the operation, maintenance and repair of buildings and appurtenant equipment in an assigned district, through the effective utilization of equipment and supplies. Assignments are normally received in terms of desired objectives, and an employee of this class is responsible for carrying out the actions necessary to accomplish these objectives according to established policies, procedures, and standards. A Building Maintenance District Supervisor is distinguished from craft supervisors in that the latter is responsible for a variety of types of craft and other work, while a Building Maintenance District Supervisor has a broad responsibility for operation, maintenance and repair activities.

Examples of Duties : Plans, coordinates, lays out, assigns and inspects the work of craft and other supervisors and their crews engaged in the operation, preventive maintenance and repair of buildings and appurtenant equipment including electric, heating, air conditioning and ventilating, plumbing and elevator equipment, as well as the routine repair and painting of walls, furniture, partitions, and other interior fittings.

Inspects buildings for compliance to safety, code and maintenance standards; investigates complaints and requests for building services; determines the extent of services needed and prepares work tickets and sketches as necessary; coordinates the work of City construction crews when requested to provide services in the district; makes special investigations of work needed; confers with representatives of tenant departments; and prepares reports reflecting material and labor cost estimates and work procedures and methods.

Reviews and approves reports of completed work, requests for material and equipment, and personnel documents, including employee transfer and evaluation reports and vacation requests; assists in the preparation of building maintenance schedules, standards, and budget estimates; assists in resolving employee grievances; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program: acts for the Building Construction and Maintenance Superintendent in the Superintendent's absence; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the tools, materials, equipment,

practices and standards employed in the preventive maintenance and repair of a variety of buildings and appurtenant equipment; a good knowledge of the operation and maintenance requirements of elevators and heating, air-conditioning and ventilating, plumbing and electrical systems and equipment in buildings; a good knowledge of safety principals and practices, and code and maintenance standards as applied to the operation and repair of buildings; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, supervise and coordinate the work of groups of employees engaged in building operation, maintenance and repair activities; the ability to inspect buildings and equipment to determine maintenance and repair needs and to prepare cost estimates; the ability to read and interpret plans and specifications; the ability to prepare clear and concise records and written and oral reports; and the ability to deal tactfully and effectively with City officials, employees and the public.

Two years of experience as a supervisor or technical advisor in building operation, or alteration, maintenance and repair is required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; stamina for frequent walking or standing; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities or any position shall be.