



CITY OF CHINO

Building Maintenance Supervisor

Definition:

Under limited supervision, oversees and participates in the maintenance and cleaning of City buildings and facilities; and performs related work as assigned.

Class Characteristics:

The Building Maintenance Supervisor is responsible for supervising and participating in City building maintenance and repair activities and custodial services performed by City personnel and contractors. This position is a hands-on supervisor providing a high level of competency in all areas of responsibility and usually exercises independent discretion and judgment.

Essential Functions:

- Schedule, coordinate, supervise, and participate in building maintenance and the maintenance, repair, operation, and overhaul of equipment in City facilities, including mechanical, heating, air conditioning, electrical, plumbing, and construction services and activities.
- Plan, prioritize, assign, supervise, review and participate in the work of custodial staff engaged in a variety of manual tasks in the cleaning and general upkeep of assigned City buildings, facilities, and adjacent areas; review work to ensure that cleanliness and sanitation standards are met.
- Inspect and verify work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Communicate with the public, City staff, and agency representatives to identify problems and develop solutions.
- Establish, explain, and enforce priorities, programs, policies, operating and safety procedures, and proper work methods.
- Evaluate service needs and develop comprehensive plans to satisfy future needs.
- Assist with the development of the Department budget and monitor expenditures.
- Maintain records, and prepare and present a variety of reports.
- Secure quotes and monitor contracts related to the maintenance and custodial services of City buildings and facilities.
- Participate in the selection, supervise, direct, train, and evaluate assigned staff.
- Investigate and prepare incident reports, and provide necessary follow-up actions.
- Answer emergency calls and take appropriate action such as placing barricades or closing facilities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.

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- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- A minimum of four years of increasingly responsible work experience in building maintenance and repair work; and experience with custodial commercial operations. Two years of supervisory experience is desired.

Considerable knowledge of:

- Methods, materials and equipment used, and standard practices of several maintenance trades used in the maintenance and cleaning of buildings and grounds.
- Types and level of maintenance and repair activities and cleaning routines generally performed at assigned facilities.
- Equipment inspection, maintenance, and repair.
- Pertinent policies, codes, safety procedures, and proper work methods.

Knowledge of:

- Principles of supervision, training, and performance evaluation.
- Record keeping, budgeting, and purchasing procedures.
- Related chemical solutions and proper use of mixing techniques.
- Common tools and equipment used in construction and maintenance work.
- Materials, tools, and methods used in general building repair and maintenance.
- Preventative maintenance techniques.
- Modern and complex principles and practices of custodial and facility maintenance.
- Pertinent laws, codes, safety orders, and safe work practices

Ability to:

- Prepare and present reports.
- Maintain accurate records.
- Read and interpret blueprints and building plans.

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- Make decisions regarding operational and personnel functions.
- Use and care for a variety of tools and equipment common to building maintenance and repair activities.
- Communicate effectively, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Select, train, supervise, and evaluate employees.
- Understand and follow verbal and written directions.
- Plan, assign, and inspect the work performed by employees and contractors.
- Analyze unusual situations and resolve them appropriately.
- Deal constructively with conflict and develop effective resolutions.
- Represent the Department in a variety of meetings.
- Assist in the development of the Department budget and monitor expenditures.
- Establish and maintain cooperative working relationships.
- Respond to 24-hour emergency calls and take appropriate actions.
- Operate a computer using a variety of software, including computerized maintenance management systems and Microsoft Office applications.

Special Requirements:

- Work a varying schedule (hours/days may be adjusted as needed) and respond to after-hours calls for service.
- Due to safety regulations, when utilizing certain respirators and/or working with certain chemicals, incumbents may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit.
- Possess a California Driver License and a satisfactory driving record.
- Possess a contractor's license (highly desirable).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II; 1, 3, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932

Revised: 05/10/2018

Replacing Building Maintenance Supervisor specification dated 10/06/09.