

BUILDING OPERATION/MAINTENANCE SUPERVISOR (GSD)

NATURE OF WORK: Under general supervision, plans, organizes, and evaluates the work of building operations/maintenance technicians and other building trades employees performing building and fixture maintenance and repair work in designated buildings or area in the General Services Division. Supervises the preventive maintenance and repair of air conditioning and heating equipment, boilers, air handlers and fans, heat exchangers and electric motors, plumbing, drywall and concrete repairs; sidewalk and masonry construction/repairs. Determines and calculates material/equipment, time and manpower requirements for maintenance work. Assures the proper operation of boilers, chillers, heating and cooling equipment and HVAC monitoring and control systems. Uses computer-based maintenance management system to plan, schedule and document work. Conducts work site inspections; prepares and submits project and maintenance activity reports. Performs supervisory related personnel duties. Position may require on-call status for emergencies and irregular work hours. Performs related work as required.

EXAMPLES OF WORK PERFORMED:

Plans, schedules, assigns and evaluates the work of skilled and semi-skilled craft and trades workers engaged in building and fixture maintenance and repair work.

Prepares sketches or layouts of projects; estimates costs, materials, equipment and time for projects; submits orders for materials and supplies per division procedures.

Allocates manpower and equipment resources to simultaneous projects as necessary.

Conducts work site inspections to assure compliance with project schedule and with safety and environmental requirements.

Prepares necessary supervisory reports of project status and personnel related reports.

Assists in the selection of new employees; oversees employee orientation and training; approves leave, coaches and develops employees; evaluates employee performance; responds to grievances as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the tools, equipment, practices and materials in commercial building maintenance and repair.

Knowledge of life/fire safety regulations and codes and federal and state occupational safety and environmental regulations.

Ability to schedule, assign and evaluate work for multiple maintenance projects.

Ability to estimate costs, time, materials and supply requirements for maintenance and repair work.

Ability to prepare and interpret sketches, diagrams and blueprints.

Ability to use computer-based data systems and office automation software for word processing and spreadsheets.

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BUILDING OPERATION/MAINTENANCE SUPERVISOR (GSD) (CONT'D)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (CONT'D)

Ability to communicate effectively, orally and in writing.

Ability to maintain effective working relationships with subordinates, contractors, agency officials, vendors and the general public.

MINIMUM QUALIFICATIONS

TRAINING: High school graduation or equivalent.

EXPERIENCE: Five years of full-time or equivalent part-time paid experience in the maintenance and repair of buildings, two years of which must have been in a supervisory capacity.

Established: 09/15/05

Effective 11/01/05