



JOB DESCRIPTION

BUILDING/LANDSCAPING MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, plans, directs and coordinates the activities of building and landscaping maintenance; establishes maintenance policies and procedures.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Establish policies and procedures relating to the preventive maintenance and repair of various city facilities, buildings and surrounding grounds.
2. Plan, direct and coordinate building maintenance and grounds keeping services; inspect work performed to ensure compliance with established policies and procedures.
3. Monitor yearly tank testing, keep records, set up tests, add fuel and monitor tank monthly.
4. Maintain storage facilities and keep inventory.
5. Assist in the preparation of building and landscaping maintenance budgets.
6. Responsible for maintenance of department vehicle and city staff vehicles.
7. Determine products, materials and equipment to be used in building and facility maintenance; may interact with sales representatives; prepare purchase orders; maintain inventories such that adequate materials, supplies and tools are available.
8. Assist in the selection of departmental employees; plan, organize and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance.
9. Inspect City grounds, parks, parkways/medians, assessment districts and building facilities to insure that contract services are meeting city standards for maintenance and repair. Keep records. Supervise contractors responsible.
10. Assist new construction inspection relating to irrigation and lighting, and advice regarding plant materials and lighting requirements. Inspect lighting and determine whether work is to be done in-house or contracted.
11. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, and four years of general maintenance or construction experience, plus one year experience in supervising of employees.



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Knowledge, Skills and Abilities

Considerable knowledge of tools, equipment, supplies and safe methods of maintenance and grounds keeping work, including such areas as electrical circuits, heating and air conditioning, emergency power generators, carpentry and plumbing; knowledge of landscape maintenance procedures, familiarity with different aspects of mechanical irrigation devices. Ability to plan, organize and supervise the work of assigned staff; establish and maintain standards of maintenance and repair; select and estimate quantities of supplies and equipment; prepare and present oral and written reports; perform a variety of skilled manual duties associated with maintenance work; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening, and smelling (simple and cleanliness).

Physical Demands

Stooping, bending, sitting, kneeling, flexibility (upper and lower body), standing, walking, lifting (over 50 lbs.), touching dexterity (hand and finger), reaching, carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving (car), pushing/pulling, climbing, moving objects, hazards, and fatigue.

Mental Requirements

Reading and writing - simple, memorization, analyzing, math skills, judgment, and decision making.

Work Environment

Works alone, with others, and around others, verbal contact with others, face-to-face contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

Equipment

Telephone, calculator, television monitor, kitchen appliances, vacuum cleaner, and maintenance tool equipment.