

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BUILDING MAINTENANCE SUPERVISOR – 1273

DEFINITION:

Under direction, to plan and supervise various units engaged in the general repair, remodeling, and maintenance of City buildings and facilities; and to perform related work.

* EXAMPLES OF DUTIES:

- Supervises, plans, coordinates, and evaluates, directly or through subordinate supervisors, the work of skilled trades crews engaged in the general repair, remodeling, and maintenance of City buildings and facilities;
- Reviews, assigns, and prioritizes work requests for building repairs, improvements, custodial work, and/or preventive maintenance;
- Determines detailed cost estimates and work hours required for building repair and modification projects;
- Inspects City buildings and facilities and develops and supervises a preventive maintenance program;
- Prepares budget estimates and work schedules;
- Inspects work in progress and upon completion;
- Determines feasibility of contracting work and administers small scale contracts for private vendors;
- Maintains an inventory of supplies and equipment;
- Maintains liaison with City sections and departments relative to building repair and maintenance;
- Maintains records and prepares reports;
- Reviews plans, specifications, and sketches of proposed work projects for code compliance;
- Develops and supervises the training of subordinates and enforcement of safety regulations;
- Evaluates the performance of subordinate supervisors.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time journey-level skilled trades experience in the construction, repair, and maintenance of buildings, **AND** one year of experience supervising journey-level skilled trades staff; **OR** three years of journey-level skilled trades experience in the construction,

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

repair, and maintenance of buildings, **AND** one year of supervisory experience; **OR** one year of supervisory experience, **AND** three years of full-time experience in one or both of the following areas: developing and scheduling building construction or Capital Improvement Projects and the study, development, and recommendation of policies and procedures for planning, organizing, and administering departmental operations; and/or developing time guidelines and cost estimations for City building construction, remodeling, maintenance, or repair projects. Possession of a valid California Class C Driver's License.