

**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.