

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### BUILDING MAINTENANCE SUPERVISOR

##### 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 and coordinates the work of various units engaged in the general repair, alteration and maintenance of City buildings and facilities;
- Reviews, assigns and prioritizes work requests for building repairs, improvements, and preventive maintenance;
- Determines detailed cost estimates and work hours required for buildings repair and modification projects;
- Inspects buildings and facilities and develops and supervises a preventive maintenance program;
- Prepares budget estimates;
- 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 other sections and departments relative to buildings repair and maintenance;
- Reviews plans, specifications and sketches of work to be done;
- 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 Announcement for updated minimum qualifications.

Two years of journey-level skilled trade experience in the construction, repair, and maintenance of buildings, **AND** one year of experience supervising a journey-level skilled trade staff; **OR** three years of journey-level skilled trade experience in the construction, repair, and maintenance of buildings, **AND** one year of supervisory experience; **OR** one year of supervisory experience, **AND** three years of 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.

- \* **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.