

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **BUILDING SUPERVISOR**

##### **DEFINITION:**

Under general supervision, to supervise the cleaning and minor maintenance of a large building or a number of smaller buildings; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Supervises, plans, and assigns the work of a custodial and maintenance staff;
- Reviews and investigates requests and complaints from occupants;
- Inspects building for proper cleanliness, maintenance, and use of facilities;
- Plans and directs the moving of furniture and equipment;
- Requisitions and distributes supplies;
- Directs the set up and arrangement of facilities for public meetings and special events;
- Supervises the changing of partition units;
- Assists in coordinating repair and special maintenance work;
- Inspects work done by contract;
- Checks for safety hazards;
- Trains and rates the work performance of subordinates.

##### **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.

Three years of semiskilled minor maintenance and repair work in a public or commercial facility. 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.