

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**BUILDING SUPERVISOR - 1274**

**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;
- Maintains liaison with service contractors, vendors, and City trades personnel;
- 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;
- Maintains facility staffing and maintenance budgets;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience performing building repair and maintenance work in a public or commercial facility requiring on-going, regular, semi-skilled carpentry, electrical, painting, plumbing, and custodial work.

**\* 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.