

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BUILDING SERVICES SUPERVISOR

DEFINITION:

Under direction, to plan, coordinate, and direct custodial and minor maintenance services for a group of City buildings and facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares specifications for contractual custodial work;
- Administers custodial contracts by inspecting work in progress and completed work;
- Develops cost estimates and service schedules;
- Establishes standards for building cleaning;
- Supervises and coordinates crews performing custodial and minor maintenance work;
- Investigates new products and methods;
- Performs liaison with occupants, facility managers, and repair personnel;
- Receives and evaluates requests and complaints from occupants;
- Prepares budget estimates and maintains control of expenses;
- Keeps records and makes reports;
- Trains and evaluates 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.

One year of experience managing building services and custodial work in public or commercial buildings or offices. Qualifying experience must include 1) supervising and inspecting the work of crews involved in all of the following: minor maintenance and repair of buildings, performing semiskilled carpentry, electrical, painting, plumbing repair, and custodial work, **AND** 2) preparing contracts for service as well as inspecting and administering contractual 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.