

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR BUILDING MAINTENANCE SUPERVISOR - 1279

DEFINITION:

Under direction, to plan, coordinate, and manage, through subordinate supervisors, all major repair, maintenance, and improvements of City buildings and facilities; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, and coordinates the alteration, repair, and maintenance of City buildings and facilities;
- Coordinates activities between other sections, divisions, City departments, and outside contractors;
- Reviews and determines the feasibility of requests for major buildings repairs;
- Reviews the plans, sketches, and specifications of major building projects;
- Sets priorities among major building projects;
- Supervises and coordinates the preventive maintenance program for City buildings;
- Supervises the administration of maintenance contracts;
- Responds to and resolves difficult complaints or problems;
- Supervises division productivity control and monitoring function and recommends organizational and/or operational changes for improvement;
- Supervises, trains, evaluates, and rates the work performance of subordinate supervisors;
- Develops section work programs and assists in preparation and administration of the section budget.

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>.

One year of full-time supervisory experience coordinating, planning, assigning, and/or designing the general repair, construction, and maintenance of buildings and facilities at a level equivalent to Building Maintenance Supervisor (a position which plans, coordinates, supervises, 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).

- * 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.