

**SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**

**FACILITIES MAINTENANCE SUPERVISOR**

**JOB DESCRIPTION**

Under general supervision, participates in the work of and supervises a staff of semi-skilled tradesmen engaged in the maintenance, repair, alteration and limited construction of special projects related to buildings, equipment, and facilities; supervises and inspects the work of contractors; leads, guides, motivates, and evaluates the work of the Facilities Maintenance Worker series and other assigned staff; trains, instructs and corrects the work of assigned staff members in the performance of specific tasks. Directly responsible for the implementation and adherence to weekly work schedules and coordination with other sections; controls job interruptions due to emergency request; and performs related work as required.

**REPRESENTATIVE DUTIES**

Provides courteous and expeditious service to the general public and City department staffs; performs safety, quality, and time standard monitoring of jobs; recommends and participates in hiring, firing, and disciplinary actions; prepares performance evaluations of assigned staff; recommends facilities maintenance practice improvements and cost reductions; identify the cause of failures and breakdowns, and repetitive repairs; recommends skill level and training for assigned staff; ensures that accepted work and safety methods are practiced; supervises, coordinates, and participates with the Maintenance Planner in inspection, diagnoses, planning and scheduling of all work; performs and supervises construction and repair work involving the use of tractors, mowers, back-hoes, trucks, cranes, manlifts, ditch witchers, and related equipment; assists in the development of specifications for maintenance and repair contractual services – including air conditioning, heating, janitorial, grounds-keeping, and building maintenance; estimates time, labor, equipment and materials, and develops cost estimates; reads and interprets blueprints and sketches; ensures that safety rules and regulations are observed; routinely adheres to and maintains a positive attitude towards City and department goals, and performs related work as required.

**MINIMUM OUALIFICATIONS**

Graduation from high school or G.E.D. equivalent, and a minimum of three (3) years of responsible and specialized construction and maintenance experience, of which two (2) years must have included construction trades such as sandblasting, painting, pipe fittings, welding, and construction of concrete and wooden structures. Must also have experience as trades supervisor or lead person for a minimum of one (1) year. Must possess a valid Class "C" California Driver's License and maintain a driving record acceptable to the Department's insurance carrier. Must be responsive to 24-hour call outs during non-duty hours.

**GENERAL OUALIFICATION**

**Knowledge of:**

Appropriate safety precautions and procedures;  
Applicable codes and regulations;  
Basic work methods in air conditioning, carpentry, plumbing and tool maintenance, painting and coating;  
Principles and techniques of modern management;  
Blueprints, layout plans, and designs;  
Diagnoses and inspection of equipment and facilities;  
Basic mathematics;  
Complete knowledge of heaving equipment operator hand signals;  
Equipment, materials, tools and advanced methods and procedures used in the maintenance, repair, alteration and limited construction of buildings and facilities;  
Basic record keeping methods;  
Principles of work planning and scheduling;  
Principles of supervision and training.

**Ability to:**

Prepare written and oral reports;  
Evaluate the need for building maintenance repair;  
Coordinate and implement a maintenance schedule, making efficient use of all equipment and personnel;  
Estimate material and labor costs;  
Order and request materials, supplies and services;  
Operate a vehicle observing legal and defensive driving practices;  
Understand and carry out oral and written instructions;  
See in the normal vision range with or without correction;  
Hear in the normal audio range with or without correction;

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Establish and maintain effective relationships with those contacted in the course of work;  
Perform moderately heavy physical labor;  
Must have free action to bend, lift, stoop, etc.

**ORGANIZATIONAL RELATIONSHIPS**

The class of Facilities Maintenance Supervisor is the first line working supervisorial level in the Facilities Maintenance Worker series. Supervision is received from the Water Reclamation Maintenance Superintendent. Supervision is exercised over facilities maintenance series.