



## Facilities Maintenance Supervisor

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
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**DEFINITION:** Under general direction of a Maintenance Services Administrator, using moderate skills for this series, plans and directs the maintenance and repair of assigned District facilities, physical plant, and equipment; supervises lower level employees in such activities; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:** Facilities Maintenance Supervisors oversee the work activities of facilities mechanics, electricians, HVAC technicians, contractors and vendors at two or more assigned facilities, while the Maintenance Services Administrator class is in charge of an entire function throughout the District.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties/functions include, but are not limited to, the following:

- Plans, schedules, supervises, and inspects the work of subordinate staff engaged in the maintenance, repair, and overhaul of District facilities and facility equipment; and in the maintenance and routine upkeep of buildings and grounds, including building interiors, pedestrian walks, and vehicle parking areas;
- supervises and manages assigned staff, including assisting in the selection of employees, providing for their training and development, and being responsible for staff morale, productivity and recommending discipline;
- creates maintenance schedules and establishes job priorities;
- inspects repair and maintenance work in progress and on completion to ensure conformance with standard maintenance and repair procedures, and state, county, and local building codes;
- inspects equipment, machinery, and tools to ensure such items are clean and in good operating condition;
- plans and directs a continuous facilities preventive maintenance program;
- prepares and administers facilities maintenance program budget for assigned facilities;
- acts as liaison between the District and building contractors, building and electrical inspectors and utility companies;
- coordinates with other supervisory maintenance personnel relative to ongoing development and refinement of preventive maintenance programs;
- orders equipment and supplies to support facilities maintenance activities;
- supervises the entry and update of work order and defect information into a computerized maintenance system;
- uses computers and appropriate software to carry out functions, including generating preventive maintenance schedules, parts lists, and other management and control reports;
- investigates complaints concerning the maintenance and repair of assigned facilities;
- maintains library of building and construction blueprints; electrical, mechanical and plumbing blueprints and schematics; equipment servicing schedules and warranties; and related information.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Plant and facility design and construction; facility and fixed plant equipment; maintenance programs and procedures; building and construction trades; California and appropriate local building codes; principles of supervision, training, motivation, conflict resolution and discipline; budget development and administration; the principles of cost estimating; modern office procedures and methods, standard office equipment, and computer applications and equipment.

**Ability To:** Read and interpret blueprints and schematics; estimate costs for labor and materials; plan, organize, supervise, and inspect the work of assigned staff; become familiar with District policies, procedures and practices, District Personnel Rules and Regulations and applicable collective bargaining agreements; use sound independent judgment within established guidelines; communicate effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to completion of the 12th grade, and two years certified or trade school training in building trades (carpentry, electrical, plumbing, heating and air conditioning), including a course in reading and drawing blueprints and diagrams.

**Experience:** A minimum of five years progressively responsible experience in plant or facility maintenance, including two years of supervisory/lead experience.

**License/Certification:** Must possess, or obtain, and maintain a California Class C Drivers License and meet the

**Alameda-Contra Costa Transit District - Classification Specification**

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District's driving standards. S:\HR\Data 12-01-01\Class-Comp\Class Specs\FacMtcSupv 7 22 98-CS.doc