

BUILDING MAINTENANCE SUPERVISOR - 271

DEFINITION OF WORK

Under regular supervision, performs complex technical work in scheduling and supervising the maintenance and repair of buildings, equipment and machinery in a large number of public buildings or in a small number of buildings with complex systems; does related work as required.

EXAMPLES OF WORK

Supervises a large number of craftsmen and helpers in building repairs and renovation, plumbing and heating installations, electrical installations, air conditioning installations, painting and cabinet making; estimates and maintains cost controls of maintenance and construction jobs; makes estimates and requisitions materials required to make repairs and alterations; schedules and assigns craftsmen to jobs and determines priority of maintenance and trouble calls; makes periodic inspections of buildings; answers complaints and prepares job orders; keeps records and submits reports of work completed and in progress; keeps records and accounts of inventories of materials and tools.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and trade school certification in one or more of the specialty areas and extensive experience in the maintenance and repair of buildings, equipment and machinery in public buildings.

Knowledge, Skills and Abilities: Thorough knowledge of the methods, materials and equipment required for the maintenance alteration and repair of buildings and for the maintenance and repair of heating and air conditioning equipment; thorough knowledge of trade practices in plumbing, carpentry, painting, electrical work, heating and air conditioning; ability to plan, schedule and supervise the accomplishment of maintenance and repair work; ability to maintain records and to prepare requisitions and job orders; ability to establish and maintain effective working relations with City officials and employees.

