



City of Hemet



Facilities Maintenance Supervisor	Job Code: 2751
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2765 New
12/27/01

Definition:

Under limited supervision, plan, supervise and coordinate the operations of the facilities maintenance division of the Public Works Department.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

This list of characteristic duties and responsibilities is *ILLUSTRATIVE ONLY*, and is not a comprehensive listing of all responsibilities and duties performed by positions in this class.

Characteristic Duties and Responsibilities:

Supervise, monitor and participate in the day-to-day operations of the facilities maintenance work unit including building maintenance, parking, landscaping, building security, traffic signals, street lighting, radio repeater systems and energy management systems.

Schedule and prepare work orders; delegate tasks; determine assignments; monitor work in progress and end product.

Monitor and schedule computerized preventative maintenance; respond to requests for facilities maintenance service including electrical, carpentry, plumbing, and HVAC; maintain City street lights and traffic signals; make changes to traffic light and signal timing and controls.

Develop contract specifications; take contracts out to bid; ensure provisions and requirements of contracts are carried out; oversee and monitor contract services including landscaping, custodial services, pest control, elevator maintenance and other services.

Monitor and maintain budget; oversee projects including monitoring construction, site safety, specifications and approval of payments; project short and long-term facilities needs for equipment replacement, facility upgrades and new equipment.

Participate in recruitment and hiring, and schedule, assign, monitor and evaluate work of staff; provide for and/or conduct staff development; establish work methods and standards; initiate

Characteristic Duties and Responsibilities (Continued):

corrective and/or disciplinary action and respond to grievances and complaints according to established personnel policies and procedures.

Knowledge, Skills and Other Characteristics:

Knowledge of modern facilities management principles and practices.
Knowledge of budget monitoring techniques and methods.
Knowledge of contract administration.
Knowledge of supervision principles and practices.
Knowledge of safe work methods, operations and applicable regulations.
Knowledge of project management principles and practices.

Skill in assessing, scheduling and assigning facilities maintenance work.
Skill in supervising, motivating and evaluating staff.
Skill in preparing and maintaining accurate reports and records.
Skill in the operation of standard office equipment, including a computer and related software.
Skill in communicating effectively both orally and in writing.
Skill in establishing and maintaining effective working relationships with other City employees and the public.

Licensing/Certification Requirements:

State of California class "C" driver's license.
ISMA Certified Traffic Signal Technician

Minimum Qualifications:

Graduation from high school and four (4) years increasingly responsible building construction and/or maintenance experience, including one (1) year experience leading and/or coordinating the work of others, or an equivalent combination of education and experience.