



Class Code:

General Facilities Supervisor

DEFINITION

Under general direction from the Facilities Maintenance Manager, supervises the work of skilled and semi-skilled personnel performing a wide variety of tasks related to the ongoing repair and maintenance of District buildings and facilities, grounds, and vehicles; prepares the annual budget request for the General Facilities work unit, estimating staffing and capital equipment needs; monitors and controls unit expenditures after budget adoption; administers a variety of maintenance and service contracts that are awarded annually; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

General Facilities Supervisor is a single-position first-line supervisory classification assigned to the Operations Department. Under general direction, within a framework of established policies and procedures, the incumbent coordinates and directs activities related to the ongoing repair and maintenance of District buildings and facilities, grounds, and vehicles and administers and negotiates a variety of maintenance service contracts and lease agreements. Assignments are given in general terms and subject to periodic review while in progress and upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals and in dealing with employees, contractors, other agencies and the general public in matters affecting District property, facilities and operations.

This classification is distinguished from the Facilities Maintenance Manager, in that the latter is a division manager classification with responsibility for directing the maintenance of water supply, water treatment, pumping, storage, and distribution facilities in addition to District buildings, grounds, and the vehicle and equipment fleet.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees, plans, defines, and establishes a planned maintenance program for facilities and properties, including buildings, grounds, landscaping, pavement, roofs, fences, and cleanup of Alameda Creek; coordinates grounds maintenance requirements for Alameda Creek, channels, dikes, pits, and related water production facilities with the Operations Division.
- Oversees, plans, defines, and establishes a vehicle fleet management program including vehicle usage, fleet requirements and justification for capital investment, monthly performance tracking, garage inventory requirements, equipment purchases, and preventive and corrective maintenance schedules.
- Maintains records of hours worked and materials used as work is completed; administers annual contracts for maintenance services and equipment; prepares and presents oral and written reports detailing time, material, and outside services used.
- Develops technical specifications and job scopes for outside services; creates blanket PO's, monitors PO spending, oversees contract services, and prepares staff reports.

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- Identifies and recommends training needs, equipment specifications, and material standards to help maintain consistent maintenance practices throughout the District.
- Participates on various District committees and provides input on maintenance aspects of various planned facility construction upgrades or modifications being considered; maintains liaison with staff engineers regarding work projects with maintenance implications; evaluates the type of access and safety measures needed for performing maintenance and repair activities.
- Receives and reviews work orders for approval; oversees and schedules work and work assignments to appropriate field employees, District staff, or contract services.
- Makes field visits to check on work in progress; ensures employees are following safe work practices; authorizes additional resources, if necessary, to complete needed work.
- Administers the work of contractors hired to provide services on a contractual basis for both skilled or semi-skilled trades and crafts work.
- Supports Engineering's capital projects by coordinating and allocating resources to engineering project managers; attends meetings, reviews plans/specs, and provides contractors with District staff to complete projects.
- Advises Facility Maintenance Manager of critical, continuing, and foreseeable maintenance issues.
- Participates in the development and implementation of Standard Operating Procedures (SOP's) to ensure safe work practices and guidelines for various safety programs; takes a key role in the development and creation of operations/maintenance SOP's and monitors compliance..
- Prepares the annual budget request for the work unit; estimates staffing and capital project equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials and supplies.
- Participates in the interviewing and hiring of new staff; plans, organizes, prioritizes, assigns, and reviews work, approves time off, regularly monitors employee performance, prepares employee performance evaluations, and provides coaching for performance improvement and employee development; interprets District policies and procedures to employees and administers day-to-day aspects of labor agreements with employee organizations.
- Responds to and resolves internal and external customer complaints regarding District facility maintenance issues; keeps the Facility Maintenance Manager informed of matters involving customers and the general public.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a high school diploma or its equivalent; and four (4) years of responsible employment either: (1) performing skilled work in a journey-level capacity in one or more of the crafts to be supervised; (2) performing maintenance program planning activities; (3) or performing engineering services related to general facility maintenance activities; including one (1) year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

Knowledge, Skills and Abilities:

Knowledge of: principles and practices of effective employee supervision and personnel management; maintenance program planning, scheduling, and coordination techniques; cost estimating and budget administration methods; principles, practices, and equipment used in the maintenance and repair of buildings, equipment, facilities, and properties; methods and techniques of contract administration; pertinent federal, state, and local laws and regulations, including the Americans with Disabilities Act as it pertains to facility management and maintenance; OSHA regulations and safe work practices with the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: supervise staff that perform a variety of different maintenance tasks; analyze alternatives, reach sound conclusions, and use initiative and independent judgment; plan, schedule, supervise, coordinate, and review the work of assigned staff and contractors; manage projects; direct the training and evaluation of assigned staff; resolve day-to-day employee relations matters; develop, analyze, recommend, and implement improvements to work standards and procedures; inspect repair and maintenance work for potential problems and compliance with standards and/or contract requirements; read and interpret plans and specifications; interpret District policies and procedures; direct the preparation of accurate records; prepare clear and concise reports; effectively administer unit budget; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid driver's license and have a satisfactory driving record.
- Ability to respond to after-hours emergencies and be required to work unusual or long hours, weekends, and holidays.

Working Conditions/Physical Requirements:

On an occasional basis, sit at a desk for periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine

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manipulation; use telephone and computer keyboard on a daily basis; regularly work out of doors in a variety of climatic conditions; and intermittently crawl into confined spaces or climb a ladder to reach high places.

Revised: 07/12, 02/21

Approved: _____
Human Resources/Risk Manager