

CITY OF HAYWARD

FACILITIES MAINTENANCE SUPERVISORDEFINITION

To plan, organize, direct and supervise the activities of staff involved in the renovation, maintenance, occupancy, and improvement of City buildings, and related equipment and facilities; to prepare and negotiate leases of surplus City property and oversee the management of City Hall; to assist and maintain access control systems, energy management systems, janitorial, and security contract services; and to assist the Facilities and Building Manager as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisor level classification within the Facilities maintenance series. The incumbent is responsible for planning and coordinating work activities of the Facilities Maintenance workgroup. This classification is distinguished from the lower-level Facilities Lead Worker in that is responsible for planning, assigning, reviewing and supervising facilities maintenance activities. It is further distinguished from the higher-level position Facilities and Building Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Facilities Division. The incumbent is expected to resolve most work problems with occasional direction from the Manager and able to exercise effective supervision over assigned staff.

SUPERVISION RECEIVED

Receives general supervision from the Facilities and Building Manager.

SUPERVISION EXERCISED

Exercises direct supervision of Facilities maintenance staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the maintenance and repair of City buildings and related facilities.

Plan, prioritize, assign, supervise and review the work of staff involved in the inspection, maintenance and repair of City facilities including carpentry, painting, plumbing, sheet metal work, welding, masonry, and electrical work.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations.

ESSENTIAL DUTIES (continued)

Participate in the selection of staff; coordinate staff training and conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Arrange for appropriate equipment and materials and assign and schedule vehicle usage.

Work with Architect on Tenant Improvement “Remodel” projects and coordinate time frames and logistics with contractors from start to completion of projects.

Prepare and provide status updates of major repairs, equipment malfunctions, and work planning.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment and tools; monitor and control expenditures.

Maintain the section’s safety program by implementing OSHA standards, conducting monthly meetings and safety “tailgate” meetings, and preparing monthly reports; participate in the training of employees in work procedures, standards, and safety practices, and ensure the safe operation of a variety of equipment, including forklift, and various trucks and vans.

Coordinate maintenance activities with other City departments, divisions, and with outside agencies.

Coordinate and oversee City Facility rentals and events.

Support organizational transition to renewable energy sources for the city’s facilities through knowledge and continuing education on current regulations, funding opportunities, preparing, and compiling compliance and regulation reports.

Respond to inquiries from the community and City staff.

Serve in the absence of the Facilities and Building Manager and may authorize and coordinate contractual work during emergencies.

Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

ESSENTIAL DUTIES (continued)

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Safe use of various hand and powered tools used in the repair and maintenance of City facilities.

Building maintenance procedures and practices including painting, electrical, steam fitting, pump repairs for sewage, sheet metal, plumbing, carpentry, motor repair generators, underground fuel storage systems, welding, heating, ventilation, and air conditioning (HVAC) repair, and masonry.

Pertinent local, State, and Federal rules, regulations and laws.

Principles of supervision, training and performance evaluations.

Basic principles of budget monitoring.

Principles and practices related to managing public assembly facilities.

Occupational hazards and standard safety precautions of building trades.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize, implement and direct facility maintenance and repair operations and activities.

Develop and maintain maintenance software programs, capital replacement plans, and record-keeping systems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Access computerized information systems for financial, facility, and equipment items.

Promote safe work practices and take appropriate action towards occupational hazards and unsafe conditions.

Prepare state and local compliance reports.

Coordinate schedules which ensure the timely processing of work requests and preventive maintenance.

Develop orderly procedures for implementing schedules, including building in any modifications, which may be required in handling job requests within the system.

Interpret and explain pertinent department and City policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Supervise, train and evaluate assigned staff.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

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

Experience: Four (4) years of experience in one or more of the following trades: carpentry, plumbing, heating-ventilation-air conditioning (HVAC), painting, mechanical or electrical work. Must include at least one (1) year of supervisory or lead experience.

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized trade school or apprenticeship completion.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to:

work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, crawl, stoop, climb and safely lift and move equipment and materials weighing up to 50 pounds; work in heat and cold with noise and vibrations; exposure to chemicals, mechanical, and electrical hazards, converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

H600 Facilities Maintenance Supervisor
June 2024
FPPC STATUS: Non-Designated
FLSA STATUS: Exempt