

CITY OF REDWOOD CITY FACILITIES MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, plans, organizes, supervises, trains and evaluates the work of assigned crews engaged in maintenance, repair, installation and construction duties within the Fleet and Facilities division of the Public Works Department. Primary duties include traveling among various worksites to direct, supervise, and evaluate work performed in the field. This position is distinguished from the Public Works Superintendent in that the latter is responsible for the administration and management of a large operational division.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Superintendent.

Responsibilities include direct and indirect supervision of maintenance and technical personnel in an assigned section.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

1. Plans, organizes, schedules, supervises, assigns and evaluates the work of crews engaged with facilities maintenance, repair, installation, and construction duties.
2. Instructs and provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions. Conducts safety meetings with assigned crews.
3. Provides technical direction and assistance to assigned staff on complex work assignments and assists in the investigation of complaints and suggested corrective actions and recommended improvements.
4. Estimates personnel, material and equipment requirements for assigned jobs.
5. Schedules, plans and coordinates personnel, equipment and supplies to complete designated tasks using computerized work order systems.
6. Prepares requisitions for necessary equipment, material and supplies; assists in preparing equipment specifications.
7. Evaluates subordinates' work performance and prepares required reports.

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8. Inspects project sites to evaluate work process and quality; resolves work problems; determines additional needs; assures continuous support and follow-up.
9. Develops notification letters and other public information materials.
10. Assists in developing and implementing goals, objectives, policies and priorities for assigned section.
11. Assists in the hiring of staff in assigned section.
12. Plans, coordinates, inspects and evaluates the work of contractors as assigned.
13. Develops and manages a preventative maintenance program for facilities maintenance and other public works programs.
14. Prepares and maintains a variety of reports, records, and programs using computer software for: timecards, worksheets, accident reports.
15. Keeps abreast of knowledge and maintains contact with the latest technology as applicable to facilities maintenance.
16. Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods, practices, types and level of maintenance and repair activities and equipment used in facilities maintenance and repair activities.

Safety practices and procedures, including occupational hazards and standard safety precautions necessary in the work as outlined in SB198, Americans with Disabilities Act, Proposition 65, safety and health regulations.

Geography of the City, including the location of major utility systems, right-of-way assets, sewer and storm drainage facilities.

Methods, materials, tools and equipment required in carpentry, painting, electrical, plumbing, HVAC, welding, concrete work and associated equipment.

Use and maintenance of a variety of power and hand tools.

Principles of supervision, training and performance evaluation.

Principles of budget development and administration.

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Equipment record keeping and preventative maintenance, including their application with various computerized software.

Safe driving principles and practices.

Ability to:

Plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel.

Evaluate maintenance needs and problems; identify materials and resources required to solve problems.

Read and interpret plans and specifications, work from sketches, penciled layouts and blueprints, prepared plans for minor projects.

Prepare and maintain a variety of records and reports using computer software.

Supervise, train, develop and evaluate subordinates.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Estimate time, materials and equipment needed to perform maintenance and repair work.

Make decisions and communicate the decision process and outcomes with subordinates and management team.

Establish a monitoring system for work accomplished, plans, goals and objectives using computer software.

Skill to:

Operate modern office equipment including computers, word processing and programs for facilities management.

Operate a motor vehicle safely.

Operate equipment used by crews to assist or train when necessary.

Experience and Training Guidelines:

Experience:

Three years of increasingly responsible experience focusing on building construction and repair, including some lead supervisory experience.

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Training:

Equivalent to the completion of the twelfth grade supplemented by specialized college level courses, industry related training or certificate programs that relate to building construction and maintenance, and supervision of staff or a related field.

Licenses or Certificates:

Possession of a valid California Class "C" driver's license and a satisfactory driving record.

Work Environment:

Essential duties require the following physical abilities and work environment:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This classification will involve sitting and standing for prolonged periods and walking between work areas and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification will have prolonged exposure to a computer screen and will involve kneeling, crouching, squatting, stooping, reaching, crawling, twisting, climbing, and lifting, pushing and pulling up to 50 lbs.; Employees work with exposure to noise, outdoors, confined work spaces, electrical hazards, chemicals, dust and mechanical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental and programmatic policies and procedures.

Effective Date: June 25, 2018

Bargaining Group: Redwood City Management Employees' Association

Status: Classified / FLSA Exempt