

City of San José

BUILDING MAINTENANCE SUPERINTENDENT (3226)CLASS PURPOSE

Under direction, performs work of considerable difficulty in planning, organizing, and directing the activities of a Building Maintenance Unit. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, organizes and directs carpentry, painting, plumbing and custodial sections in the construction, maintenance and repair of Convention and Cultural Facilities, Airport, and other City facilities.
- Coordinates the activities of building trades sections within the building maintenance unit and responsible for the facilities preparation for various functions and events.
- Prepares work orders and makes estimates of personnel and materials required for projects in order to determine costs and other essential information.
- Analyzes work loads and prepares recommendations for the improved utilization of staff and materials.
- Determines actual cost on completed projects.
- Prepares and participates in preparation of budget, submitting reports and keeping records.
- Maintains inventory of equipment and supply usage.

Typical End Results Include

- Ensuring adequate building maintenance through planning, assigning, and reviewing the work of the various building maintenance sections.
- Coordinating the activities of the sections so that projects inter-relate in a cost-effective, efficient manner.
- Preparing estimates of personnel and material costs for projects which will get the work done properly without unnecessary expense.
- Analyzing workloads, personnel, and materials for improved utilization.
- Maintaining a costing system to assure accurate cost data on completed projects.

DISTINGUISHING CHARACTERISTICS

Positions in this class may report to either the Departmental Deputy Director, Principal Civil Engineer, or the Chief of Maintenance Operations, depending on position location and department assignment. Incumbents in this class supervise a building maintenance unit consisting of different trades and maintenance personnel such as: Building Maintenance Supervisor(s), Supervisor(s) of Facilities, Custodial Supervisor(s), Senior Maintenance Workers, Senior Custodians, Painters, Carpenters, Electricians, Facility Attendants, Maintenance Workers, Gardeners, Air Conditioning Mechanics, and other related personnel. This class differs from the next lower class of supervisor(s) in terms of position responsibility and scope.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the current materials, methods, tools and equipment used in the journey level building trades (painting, carpentry, plumbing, electrical, air conditioning), and custodial maintenance
- Knowledge of the principles and techniques of personnel management and supervision.
- Ability to plan, organize and direct a major building maintenance program.
- Ability to estimate labor and material costs for building maintenance programs.
- Ability to prepare budget recommendations.

Competency Knowledge, Skills, and Abilities

- Knowledge of current operational procedures on preparation, repair, maintenance, and modifications of various sites and facilities as required by clients and users.
- Knowledge of safety practices and procedures used in the building trades.
- Ability to maintain effective working relationships with other employees and the general public.

Education

Successful completion of high school.

Experience

Seven years of increasingly responsible experience maintaining public buildings and facilities, including three years of supervision.

Acceptable Substitutions

- A General Education Degree (GED) or California Proficiency Certificate may be substituted for the successful completion of high school.
- Additional years of college education may be substituted for the experience on a year-for-year basis.
- There will be no substitute for the three years of supervision.

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.