

9/80  
Rev 9/83  
Rev 5/84  
Rev 11/90

CITY OF SAN JOSE  
BUILDING SERVICES SUPERVISOR (3222)

CLASS PURPOSE

Under general supervision, performs work of considerable difficulty planning, reviewing and supervising semi-skilled workers engaged in custodial maintenance of City facilities. 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, reviews and supervises a comprehensive program of direct custodial maintenance of large City buildings and custodial maintenance contracts for City buildings and facilities.

Assigns and supervises the work of senior custodial personnel; reviews and inspects City buildings and facilities to identify and initiate preventive and custodial maintenance.

Plans, reviews, and supervises the completion of custodial maintenance contracts and supervises outside contractors including custodial maintenance contracts, janitorial service contracts and elevator maintenance contracts.

Assigns and directs the completion of custodial maintenance projects for large City buildings and facilities; schedules and assigns staff; requisitions materials, supplies and repair parts.

Prepares staff, material and equipment budget recommendations for activities supervised; participates in preparation of division budget, submitting reports and keeping records.

Prepares work orders and makes estimates of staff and material required for projects; determines actual costs on completed projects.

Maintains records and prepares reports relative to the custodial maintenance program and custodial maintenance contracts.

Typical End Results: Ensuring safe public facilities and grounds, properly maintained and in adequate repair, for staff and public use; providing custodial service and building maintenance in maintaining clean and sanitary public facilities; inspecting, prioritizing and scheduling building custodial maintenance work to prolong the usefulness of City facilities; coordinating building maintenance work with other units and outside contractors for the prevention of operating difficulties and to maintain a competent and motivated maintenance staff.

## DISTINGUISHING CHARACTERISTICS

An incumbent in this class reports to the Assistant Director of General Services and supervises senior custodial personnel. This class differs from the next higher class in terms of position scope and responsibility; it differs from the next lower class in terms of supervision exercised, scope and responsibility.

BUILDING SERVICES SUPERVISOR (3222) (Continued)

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## QUALIFICATIONS

### Minimum Knowledges, Skills and Abilities

Knowledge of the current materials, methods, tools and equipment used in the custodial maintenance and repair of buildings and facilities.

Knowledge of principles and practices of supervision.

Ability to plan, review, and supervise senior custodial personnel.

Ability to coordinate and direct a comprehensive custodial maintenance program and custodial maintenance contracts.

Ability to identify typical maintenance repair problems encountered in buildings and facilities.

Ability to maintain inventory and usage supply records.

Ability to set priorities.

Ability to interact effectively with others.

### Competency Knowledges, Skills and Abilities

Knowledge of safety practices and procedures in building maintenance work.

Knowledge of principles, techniques and terminology relating to inspection.

Ability to estimate labor and material costs for building maintenance projects.

Ability to prepare budget recommendations.

### Training and Experience

Any combination of training and experience equivalent to completion of high school and six (6) years experience, performing custodial or building maintenance of public buildings and facilities at least two of which must have been at a supervisory level equivalent to that of Sr. Custodian.

### Licenses/Certificates

Possession of a valid State of California driver's license.

B01-3222.SPC

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