

City of San José

SUPERVISOR OF FACILITIES (3237)

CLASS PURPOSE

Under direction, performs work of moderate difficulty supervising staff in the custodial, set-up and minor maintenance required for events at the Convention and Cultural 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.)

- Studies custodial set-up and maintenance operations and makes recommendations.
- Analyzes requirements for routine maintenance and set-ups for banquets, exhibits, conventions, productions, and other events.
- Plans, assigns, inspects and evaluates the work of subordinate staff.
- Supervises the security and safety of facilities.
- Prepares budget estimates for facility maintenance and building modifications.
- Approves requisitions for all necessary materials and supplies.
- Writes a variety of reports and memoranda regarding maintenance operations and facility modifications.
- Improves cost-efficiency and quality.
- Maintains adequate inventories of materials and supplies.
- Provides budget process input.
- May be required to perform shift work.

Typical End Results

- Proper maintenance and construction.
- Timeliness and correctness of subordinate performance.
- The meeting of timetables for various events.
- The security and safety of facility buildings, employees, and clientele.

DISTINGUISHING CHARACTERISTICS

This class differs from that of Senior Facility Attendant in that an incumbent of this class is responsible for custodial, set-up and minor repair maintenance performed in the Convention and Cultural Facilities as well as the coordination of modifications of facilities. An incumbent in this class provides supervision to the class of Senior Facility Attendant.

Minimum Knowledge, Skills, and Abilities

- Knowledge of budgetary principles and practices.
- Knowledge of supervisory principles and techniques.
- Knowledge of safety codes, practices and precautions.
- Ability to analyze equipment and manpower needs in the preparation of events and the preparation of budgets.
- Ability to interact effectively with other City department personnel, outside contractors, event promoters, lower level staff, and the public.
- Ability to evaluate staff performance, maintenance levels, and service quality levels.

Competency Knowledge, Skills, and Abilities

- Knowledge of lighting and sound systems.
- Knowledge of stage riggings, stage scenery and curtains.
- Knowledge of custodial maintenance.
- Knowledge of minor repair maintenance.
- Knowledge of training techniques and principles.
- Ability to adjust to various work shifts which may include holidays, weekends, swing or graveyard shifts.

Education

Successful completion of high school.

Experience

Five years of experience in a variety of custodial, set-up, and minor maintenance work in preparing for events at a large cultural or convention facility.

Acceptable Substitutions

A General Education Degree (GED) or California Proficiency Certificate may be substituted for the successful completion of high school.