

City of San José

MAINTENANCE CONTRACT SUPERVISOR (3227)

CLASS PURPOSE

Under general direction, performs work of considerable difficulty coordinating the administration and oversight of contract services for building and facilities maintenance, repair and renovation. 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.)

- Provides contract administration for projects in carpentry, painting, electrical and HVAC work relating to the renovation, maintenance and repair of City buildings and facilities.
- Supervises building trades and inspection staff such as construction inspectors and electricians that inspect and oversee the work performed by outside contractors.
- Plans and schedules the implementation of building and facilities maintenance contracts.
- Meets with client departments to discuss the proposed maintenance schedule, identify issues, and provide information regarding the implementation of the contract work projects.
- Prepares specifications for difficult renovation problems.
- Keeps client departments informed on status of contract work projects.
- Participates in the annual condition assessment of buildings to identify deficiencies and needed maintenance.
- Meets with client departments to identify the maintenance and renovation projects that need to be budgeted for the year.
- Acts as lead and liaison on all aspects related to building and facilities maintenance, repair, and renovation contracts.
- Reviews and approves architectural plans and specifications for renovation, maintenance, and repair of buildings and facilities.
- Assists in the management of the automated maintenance management system.
- Participates in the development of proposed capital improvement projects.

Typical End Results Include

Effective oversight of facilities and building maintenance, renovation, and repair performed by contractors; work performed by contractors conforms with professional standards as stated on specifications and agreements; and the development and implementation of building and facilities maintenance programs.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class report to a departmental Deputy Director or division head and manage contract services for painting, carpentry, electrical, and HVAC in the maintenance, repair and renovation of City buildings and facilities. Incumbents supervise construction inspectors, electricians, air conditioning mechanics, and other building trades staff. This class differs from Building Trades Supervisor in that incumbents of the latter supervise painting and carpentry work crews engaged in the construction, maintenance, and repair of City Facilities. It differs from Building Maintenance Superintendent in that the focus of the Building Maintenance Superintendent is supervision of work crews in carpentry, painting, plumbing, electrical, and HVAC.

QUALIFICATIONS**Minimum Knowledge, Skills, and Abilities**

- Knowledge of the current materials, methods, tools, and equipment used in the journey level trades (e.g. carpentry, painting, electrical, HVAC, and plumbing).
- Knowledge of the principles and techniques of personnel management and supervision.
- Knowledge of preventive maintenance programs.
- Ability to prepare reports and correspondence.
- Ability to plan, organize, and supervise a building and facility maintenance program.
- Ability to establish and maintain effective working relationships with contractors, other employees, and the general public.
- Ability to supervise, train and evaluate staff.

Competency Knowledge, Skills, and Abilities

- Knowledge of computers, operating systems, and application software used to perform the position's functions.
- Ability to prepare budget recommendations and coordinate capital improvement projects to be proposed for funding.
- Ability to evaluate and develop work specifications and contract requirements.
- Ability to oversee and evaluate the work of contractors.

Education

Completion of a Bachelor's Degree in Public Administration, Business Administration, or related field.

Experience

Three years experience increasingly responsible experience in the maintenance, repair, and renovation of buildings and facilities, including two years managing building repair and renovation contracts.

Acceptable Substitutions

Seven years of increasingly responsible experience in the maintenance, repair, and renovation of building infrastructure, including two years of supervision and two years of managing building repair and renovation contracts, may be substituted for both the education and the experience requirements.

(Formerly Contract Supervisor)

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