ENERGY OPERATIONS SUPERVISOR

DEFINITION

Under general supervision supervises staff and contractors engaged in the maintenance, repair, and operation of City facilities.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Supervises City staff and contract workers engaged in the maintenance, repair and operation of City facilities; schedules, assigns and oversees work activities in Heating, Ventilation and Air Conditioning (HVAC) evaluates performance of assigned staff; recommends hiring, training and disciplinary action for assigned staff; conducts safety meetings; implements Divisional rules and procedures.

Prepares bid specifications for requisitions and solicits bids for contracted services; recommends selection of bidders for purchase of services and materials; prepares staffing, time and material estimates required for maintenance-related projects; confers with contractors and vendors in the completion of maintenance services; approves payment of invoices.

May assists in the preparation of Division budget and staff reports; coordinates work activities with other maintenance divisions; assists in preparation of facilities for special events; researches, evaluates, recommends and implements various facilities maintenance-related programs and procedures including energy conservation and ADA compliance programs; maintains inventory of maintenance equipment and supplies; responds to emergency maintenance requests.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of energy conservation and ADA compliance codes and guidelines
Knowledgeable of City's budgeting and purchasing process and procedures
Knowledgeable of and proficient in operating a personal computer and MS-Office software packages
Skilled in supervising, delegating, and evaluating work of subordinate staff
Skilled in prioritizing and scheduling maintenance activities
Skilled in providing and following oral and written instructions in English
Skilled in establishing and maintaining effective working relationships
Ability to perform and train other employees on essential duties
Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending, and lifting up to 50 pounds. Incumbents may be exposed to extreme temperatures and weather, areas under construction, toxic fumes, solvents and chemicals, infectious diseases and water and airborne pathogens.

QUALIFICATIONS

Certifications in Heating, Ventilation, Air, Conditioning, and Refrigeration **AND** five (5) years experience in building maintenance **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.