PUBLIC WORKS SUPERVISOR
Facilities Construction & Repair

DEFINITION
Under general supervision and according to area of assignment, supervises staff and contractors engaged in the, construction, maintenance, and repair operations of City facilities.

ESSENTIAL FUNCTIONS
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 such as electrical, plumbing, painting, carpentry and mechanical repairs;
- Monitors and reviews progress, efficiency and quality of work activities;
- 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.
- 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 skilled trades related to facility maintenance, repair, and renovation, budgeting and purchasing techniques and procedures;
- Skilled in identifying, prioritizing and scheduling maintenance activities, following and providing oral and written instructions and establishing and maintaining effective working relationships;
- Ability to supervise, delegate, and evaluate work activities staff, train employees on essential duties and effectively communicate verbally and in writing with all levels of staff and public;
- Proficiency in operating a personal computer and software essential to perform job duties.

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
A high school diploma or equivalent and Certification in at least one of the major trades AND five (5) years experience in building or trades maintenance OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.