

**Class Specification**

**Maintenance Supervisor**  
**Code Number: \_\_\_\_\_**

**GENERAL PURPOSE**

Under direction, plans, assigns, supervises and inspects the work of personnel involved in the maintenance, repair and servicing of housing units and related facilities; coordinates and inspects the work of contractors providing facilities maintenance and repair services; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This class provides supervision, technical assistance and training to Commission staff engaged in performing routine maintenance and repairs housing units and related facilities, and the coordination and inspection of maintenance and repair work performed by contractors. Incumbents are responsible for assisting the Technical Services Director in formulating and developing unit goals and objectives. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed work orders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Participates in the selection and training of the section's maintenance personnel.

Plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high-performance, customer-oriented work environment that supports achieving the department's and the Commission's mission, strategic plan, objectives and values.

Participates in the preparation of budget recommendations, authorizes the purchase of materials and monitors work activities and expenditures to control costs.

Schedules, coordinates and supervises the work of personnel engaged in the alteration, modification, maintenance and repair of housing units and related facilities.

Monitors, inspects and evaluates the performance of contractors engaged in the maintenance and repair of housing units and related facilities; ensures contractor performance complies with contract provisions, specifications and standards; prepares specifications and plans for building maintenance, alteration and repair projects to be performed by Commission personnel or contractors; provides technical assistance to staff.

Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.

Inspects and evaluates work being performed; identifies problem areas and directs remedial action.

Conducts interior and exterior property inspections to identify necessary maintenance and repairs; conducts recertification and move-out inspections for assigned housing units

Responds to inquiries and complaints from tenants, property owners and others.

Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports and maintenance requests.

Recommends special work or necessary equipment maintenance; reviews completed work.

Schedules and coordinates activities with tenants, property owners and others.

Responds to emergency situations as necessary.

Ensures the timely completion of preventive maintenance programs.

Requisitions necessary tools, equipment and supplies.

Researches new operational methods, techniques and equipment and recommends their application.

Responsible for carrying out the Commission's safety program in the maintenance section; insures subordinates follow safety policy in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.

Attends meetings.

Develops, reviews and updates written maintenance instructions and schedules.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of employee supervision, including selection, training, work evaluation and discipline; principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards; principles, methods and equipment used in the standard building trades, including carpentry, plumbing, electrical, heating, air-conditioning and painting; safety practices, safe work methods and safety regulations pertaining to the work; micro-computer applications related to the work; codes, ordinances and regulations pertaining to the work.

### **Ability to:**

Plan, organize, estimate, coordinate, assign, review and evaluate the work of others; select, motivate and evaluate staff and provide for their training and development; identify and implement effective courses of action to complete assigned work; read and interpret plans, specifications and manuals; exercise independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and six years of building construction and maintenance experience, of which two years included responsibility for leading the work of others; or an equivalent combination of training and experience.

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the Commission's Vehicle Insurance Policy.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand, climb or balance, stoop, kneel, crouch or crawl; talk or hear; and walk or sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with tenants, property owners, officials and the public; deal with dissatisfied and/or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions, near moving mechanical parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric al shock.

The noise level in the work environment is occasionally loud.