

**City of San Rafael
Job Class Specification**

Job Title: Facility Repair Supervisor

SUMMARY

This is a working supervisor position in charge of the Division's goals and budget along with oversight of the personnel and their maintenance activities in repair of the City's offices, shops and related structures. Carries out inspections and reviews building conditions to determine and identify necessary maintenance programs and repair needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees and operates the City's parking meter maintenance program.
- Inspects facilities and reports on the building's overall condition or quality status.
- Develops the division's budget and goals and manages related expenditures.
- Reviews building plans, develops and recommends repairs and routine maintenance procedures.
- Reviews work requests, consults with customers at all levels within the City organization to plan and schedule projects.
- Evaluates work tasks and develops safe methods and procedures.
- Supervises the repair and maintenance of City offices, shops and related structures and develops the maintenance standards used.
- Plans, protects and establishes priorities in accordance with overall City needs.
- Plans, lays out, and explains daily work or special assignments to employees.
- Inspects pending repair, maintenance and limited construction projects, determines approach, designs limited modifications or new construction, estimates and orders materials.
- Inspects general conditions of facilities and prepares written reports detailing the same.
- Supervises, inspects work in progress and upon completion for quality and safety of work, and oversees corrections if required.
- Develops the testing standards used in the process.
- Appraises employee performance recommends salary actions and documents disciplinary problems.
- Participates in interviews and related employee selection processes; trains employees.
- Maintains the unit's records and prepares reports on time and materials used.
- Establishes budgets and goals.
- Oversees performance by contractors of major maintenance and construction.
- Develops contractor specifications.
- May perform framing, rough, and finish carpentry to erect structures, partition interior spaces, frame and trim doors and windows, apply siding, build roofs, build stairs, build indoor and outdoor furniture and related items.
- Performs related duties as required.

KNOWLEDGE OF:

- Building structure components and details procedures.
- Organization and operation of a modern office
- Principles of roof repair.
- Principles of supervision.
- Principles, methods, materials, tools, equipment used in rough and finish carpentry, cabinetry, and wood finishing.

- Principles & techniques of domestic water supply and drainage plumbing using galvanized, copper and PVC pipe.
- Methods and materials used in concrete work, surface patching and brick and masonry repair.
- Techniques and safety precautions in acetylene and arc welding.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Safe working practices.

ABILITY TO:

- Operate a PC and related software.
- Write reports and correspondence.
- Research products, parts and repair techniques.
- Read and interpret blueprints, plans and building codes.
- Plan and set priorities, assigning and reviewing work.
- Operate and maintain specialized tools used in carpentry, plumbing and concrete work.
- Operate and maintain acetylene and arc welding and brazing equipment.
- Measure and calculate angles, lengths and volumes.
- Design, prepare sketches and lay out carpentry and related construction jobs.
- Communicate orally with originators of work requests and other employees.
- Maintain unit payroll, work performed, and billing records and logs.
- Oversee contractors performing projects for the City.
- Lift and carry heavy objects.
- Climb, crawl, and stoop to reach work.
- Work in temperature extremes and inclement weather.

EDUCATION and/or EXPERIENCE:

A typical way of gaining the knowledge, skill, and ability outlined above is:

Graduation from high school or equivalent, and five years of responsible experience in building repair and maintenance including one year in a lead capacity.

Certifications and Licenses:

Valid California drivers license and have a satisfactory driving record.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee occasionally works in indoor conditions and occasionally works near video display. The noise level in the work environment is usually loud.

Department:
FLSA Status: Nonexempt
Prepared By: Nash and Company
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