

FACILITIES MANAGEMENT CREW SUPERVISOR

JOB PURPOSE AND SUMMARY

An employee in this classification supervises, plans, and coordinates the activities and operations of the maintenance staff within the Facilities Management section of General Services. This section performs preventive maintenance and repair on all County facilities and properties. Responsibilities include monitoring the preventive maintenance program, gathering information for program updates or modifications and conduct inspections on staff repairs and contracted services. Incumbents will assist the Operations Supervisor with all capital and tenant improvement projects and provide daily guidance to the department leads through assigning and prioritizing work assignments.

CLASSIFICATION DISTINCTIONS

This is the first supervisory level above the lead worker in Facilities Management. The incumbent works under the general direction of the Operations Supervisor, and is responsible for solving complex scheduling and mechanical problems within the work unit. Employee will exercise considerable independent judgment and discretion in carrying out operational activities and meeting goals and expectations of the division. This position supervises the Facilities Maintenance Specialist Lead, Facilities Maintenance Specialist, Helpers and Custodian classifications and has the authority to impose or effectively recommend disciplinary action and handle employee grievances at the first step.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Supervises, reviews, and evaluates the work of maintenance staff; effectively recommends disciplinary action and selection of new employees.
- Schedules all work to be performed by maintenance staff.
- Performs annual employee evaluations.
- Reviews or prepares, all repair and PM work orders to ensure a complete description of work to be performed and verifies building charge coding is correct.
- Reviews and approves all major purchase requisitions; insures proper coding.
- Reviews and approves all time cards; checks coding daily.
- Schedules all maintenance staff vacations; may schedule staff training.

- Schedules project work, project estimates and TMA purchase orders with vendors and County departments; requests opening of reimbursable work orders as required.
- Oversee regulatory requirements and testing related to trade assignment and ensure proper documentation is file with the appropriate authority and Facilities Management files are current and complete.
- Handles warranty repairs with vendors, follows up on ongoing problems; documents all warranty repairs in the TMA work order system.
- Assist Operations Supervisor in preparing cost estimates and fabrication drawings for in-house and outside County projects.
- Reports on-the-job accidents to Operations Supervisor and to Risk Management as soon as possible; issues corrective action as needed.
- Advises Operations Supervisor of needed repairs exceeding \$5000, prior to authorizing work. (Note: Facilities Manager will approve in Operations Supervisor's absence).
- Prepare reports on program performance, needs, service levels, and contribute to and insure the evaluation of all programs are completed.
- Insures safety, quality, and efficiency of all maintenance activities.
- Performs related work as required.

QUALIFICATIONS

Education and Experience:

- Five years of progressively responsible experience in the maintenance and repair of building systems and equipment required, with at least three of those years in managerial or administrative experience.
- Five years of general experience in building maintenance, construction or an additional trade.

Knowledge of: The principles and practices of public sector organization and program operations; project management, including planning, scheduling, monitoring and problem solving; a general knowledge of budget development and justification; principles of facilities maintenance management, including scheduling, preventive maintenance and repair; principles of supervision, training and performance evaluation; personal computers and building maintenance related software and experience using Microsoft Word and Excel software; safety and health risks, practices and state compliance standards.

Ability to: Effectively plan, direct, and delegate program components; assign, supervise and evaluate the work of subordinates; delegate responsibility and authority to carry out policy directives of the governing authority in an effective and timely manner; write clear and concise reports, diagnose and repair a variety of complex equipment within the assigned specialty trade; read building construction plans, blue prints, and equipment instruction manuals; schedule and assign work to subordinates; prepare cost estimates and bid specifications; maintain accurate records; communicate effectively with others encountered in the course of the work. Maintain computer and manual record systems; communicate clearly, both orally and in writing; establish and maintain effective working relationships with staff, supervisors, other agencies and the public; promote working relations and employee morale; possession of a valid motor vehicle operator's license. Have the ability to identify alternative solutions, project consequences of proposed actions, and formulate recommendations; utilize various PC applications; interpret and explain policies, procedures, laws, and regulations; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County staff.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbents typically perform work in an office setting and any County building, but does require work involving standing or bending for extended periods of time, climbing ladders, stooping, crawling and working in confined areas, working in varied weather conditions, and may exert necessary physical strength in order to assist in or supervise maintenance activities. Essential tasks include ability to regularly use office equipment including computers, telephones, calculators, copiers, and FAX machine, driving a county or personal vehicle, guiding and assigning the work of others; and performing work in potentially hazardous conditions. Incumbents may be on call 7 days a week, 24 hours a day, for emergency response services, and after hour's maintenance calls and requests.