

**CITY OF FONTANA
FACILITY MAINTENANCE SUPERVISOR**

DEFINITION: Under direction from management staff, plans, organizes, trains and supervises field maintenance personnel and contractual services in maintenance, repair and reconstruction work; and performs a variety of complex tasks relative to assigned area of responsibility. Exercises direct supervision over assigned maintenance staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for field maintenance activities; and implement policies and procedures.
- Plan, prioritize, assign, supervise and review work of staff involved in the assigned field of facility maintenance operations.
- Evaluate operations and activities of assigned area of responsibility; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration within the assigned area of responsibility; prepare cost estimates for budget recommendation; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Coordinate assigned field maintenance services activities with other City departments, divisions, outside agencies; coordinate the scheduling of equipment and vehicle maintenance and repair.
- Inspect work of assigned crews and City contractors while in progress; provide input and assistance to crew leaders.
- Supervise the procurement process; maintain time, material, and equipment use records; purchase equipment and supplies.
- Estimate project cost including time, equipment, materials and supplies; gather bid information for contract repairs.
- Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.
- Supervise, train and evaluate assigned staff.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. The position requires near and far vision when inspecting work. Incumbents work in all weather conditions, use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, drive motorized vehicles, heavy equipment and work around moving traffic and often works with constant interruptions. The incumbent is also required to climb ladders, use power and noise producing tools and equipment.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Materials, methods, practices and equipment used in building maintenance activities.
- Types and levels of preventive maintenance and repair activities generally performed in field maintenance programs.
- Elements of construction technology as they relate to the assigned construction maintenance and repair activities.
- Principles and procedures of record keeping and reporting.
- Principles of supervision, training and performance evaluation.
- Safe work practices.

Experience: Four (4) years of increasingly responsible experience in performing field construction, inspection and facility maintenance work, including one year of supervisory or lead responsibility.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training in personnel supervision, construction maintenance and inspection and./or a related field.

License/Certifications: Possession of, and continuously throughout employment, a valid California Class C Driver's License.