



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: GENERAL MAINTENANCE SUPERVISOR I - II

DEFINITION: Under direction, plans, supervises and participates in the work of large maintenance and custodial crews.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Supervises the work of unskilled, semi-skilled and skilled workers.

Grade Level II - Supervises the work of journey-level craftspersons in addition to the above workers.

EXAMPLES OF DUTIES:

- Trains, assigns, supervises, and evaluates personnel engaged in cleaning, general repair and maintenance activities on building, grounds, structures, appurtenances, paved surfaces, and equipment;
- Determines the work to be accomplished from plans and specifications or on-site inspection;
- Estimates material and labor costs;
- Assigns and inspects the work of subordinates;
- Orders supplies and materials;
- Establishes operating procedures and work standards;
- Develops and maintains safe work practices and enforces safety rules and regulations;
- Notifies appropriate authorities in case of loss or damage to City property or if suspicious activity is observed;
- Keeps records, prepares reports, and assists in the preparation of the budget;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Promotional. Open to current City employees with three or more years of experience in general building and grounds maintenance and repair, including at least one year in a leadperson capacity.

A valid California motor vehicle operator license.

HISTORY:

Retitled, revised and graded Labor Pool Supervisor classification.
Approval Date: 09/21/81