



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: SUPERVISOR - FACILITY MAINTENANCE

DEFINITION: Under direction, assists in the planning, coordination and direction of activities and personnel involved in the operation, maintenance and repair of municipal buildings and structures.

EXAMPLES OF DUTIES:

- Plans, schedules, coordinates, and supervises personnel engaged in: carpentry, painting and plumbing, and the operation, repair and maintenance of electrical, heating, ventilation, air conditioning, and other systems;
- Coordinates assignments for emergency repair;
- Reviews work plans with crew leaders and inspects work in progress and upon completion for compliance with plans and specifications and construction code standards;
- Supervises and participates in a program of safety education;
- Enforces safety regulations and ensures compliance with established operating procedures;
- Investigates and resolves complaints;
- Coordinates activities with other operating units;
- Orders materials and supplies;
- Assists in preparation and monitoring of division budget;
- Maintains records and prepares reports;
- Acts in the absence of the Superintendent of Structural Services;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Open to Classified City employees who have a total of three (3) years of seniority including six (6) months supervising journey-level workers in one or more of the following classifications:

Carpenter Supervisor
Electrical Supervisor
General Maintenance Supervisor
Mechanical Supervisor
Painter Supervisor
Plumber Supervisor

A satisfactory efficiency rating and a valid motor vehicle operator license.

HISTORY:

New classification created 12/24/83.

Approval/Adoption Dates: 03/01/84