



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: BUILDING SERVICES SUPERVISOR

DEFINITION: Under general supervision, participates in and supervises the work of a maintenance crew and/or contracted services engaged in custodial and minor maintenance and repair work.

EXAMPLES OF DUTIES:

- Determines custodial levels and/or maintenance for various facilities;
- Plans, organizes, and schedules maintenance and/or custodial services, minor maintenance, and repair work;
- Oversees and/or monitors contract custodial services;
- Establishes and administers operating procedures and sets work standards;
- Checks and evaluates work in progress and upon completion;
- Enforces safety regulations;
- Investigates and responds to problems;
- Ensures that employees are properly supplied and instructed in the use of materials, tools, and equipment;
- Interviews, assigns, trains, and evaluates the work of subordinates;
- Maintains records and prepares reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Three years of full-time experience in general building custodial, maintenance, and/or repair work, at least one year of which must have been in a supervisory or lead capacity.

A valid California motor vehicle operator's license.

HISTORY:

Revision of Classification Specification dated 07/01/74; Grade Levels I and II are deleted.

Approval/Adoption Dates: 08/06/86 - Human Resources Department
09/17/86 - Civil Service Commission

Revised to include the supervision of contracted services: 07/25/07 - Human Resources
07/25/07 - Civil Service