

CITY OF GLENDALE

TITLE:	Building Maintenance Leader	CLASS CODE:	911
REPORTS TO:	Various	GRADE:	22
DEPARTMENT:	Public Works or Community Partnership	FLSA:	N

JOB SPECIFICATION DATE: March 1, 2012 db

JOB SUMMARY

Performs lead supervision of Building Maintenance Workers assigned to the daily maintenance, repair, and construction of city owned buildings and park facilities.

ESSENTIAL FUNCTIONS

1. Schedules, provides lead supervision for, and assigns work to Building Maintenance Workers involved in building and park facilities construction and maintenance projects.
2. Coordinates, oversees and performs follow-up, and inspections on contract work to city owned property.
3. Develops, oversees, and inspects completed preventive maintenance work.
4. Reviews bid proposals for outside contractual work.
5. Updates staff with information concerning safety, environmental, issues, and building codes and other issues.
6. Orders and oversees the inventory of parts, tools and materials.
7. Coordinates and performs quality control inspections of the graffiti removal program.
8. Coordinates the receipt of complaints, field questions and suggestions related to building maintenance from internal customers and the public.
9. Prepares cost estimates and obtains quotations in all phases of maintenance and construction for the division.
10. Provides quality control inspection of completed work by employees and contractors.
11. Performs daily computer data input required of the computerized preventative maintenance and work management system.
12. Meets with individuals requesting projects to ensure full understanding of project scope and desired outcomes.
13. Receives and resolves concerns and complaints from other departments regarding maintenance issues.
14. Attends City Council workshops and meetings to monitor facility conditions.
15. Assists work crews with special city projects such as setting up lighting and signs.
16. Coordinates volunteer activities for the graffiti removal program.
17. Acts as building maintenance supervisor, when necessary.
18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles, materials and practices used in all of the construction trades
- Occupational hazards and safety precautions
- Building and safety code requirements
- Basic supervisory policies and practices
- Basic math and computation skills

Ability to:

- Use a variety of power and hand-held tools
- Assign, monitor, and evaluate the work of employees performing varied maintenance and construction projects
- Diagnose a situation and draw logical solutions
- Interpret blueprints, sketches, and building plans
- Work effectively with subordinate.
- Deal courteously with the other city employees and the public
- Communicate effectively both orally and in writing

WORKING CONDITIONS

May require some heavy lifting, climbing, working at heights, and exposure to hazardous materials and adverse climatic conditions. Hazards may be controlled through the exercise of safety precautions.

MINIMUM QUALIFICATIONS

Two years of college or trade school course work in building maintenance and repair; three years of experience in general construction with skill at the journeyman level in one of the trade areas, and one year of lead supervisory experience.

Any equivalent combination of training, experience and education that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona driver's license

Subject to call back after normal shift hours, weekends

Subject to standby duty requirements

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale

Substance Abuse policy