

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **BUILDING MAINTENANCE SUPERVISOR**

**2225**

#### GENERAL PURPOSE:

Plans, develops, implements, and evaluates the preventative maintenance program for city buildings; plans, schedules, assigns, and reviews building maintenance and janitorial work; develops and administers division's budget; performs building maintenance work with specialization in HVAC or other journey-level craft.

#### CLASSIFICATION SUMMARY:

The Building Maintenance Supervisor hires, trains, and evaluates maintenance personnel and custodial personnel for the construction, maintenance, repair and janitorial activities for City buildings and facilities. The incumbent performs administrative duties for the development and maintenance of the City preventative maintenance program for City buildings. These duties include preparing cost, time, and manpower estimates, developing specifications for bid contracts, estimating costs for budgeting and monitors expenditures and evaluating equipment and facilities for useful life expectancy. The Building Maintenance Supervisor reports to the Public Works Director. Work is performed independently according to standard practices and maintenance schedules.

#### ILLUSTRATIVE EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, implements, and evaluates a preventative maintenance program for city buildings and equipment, including boilers and other heating units, air handlers, radiation pumps, timers, exhaust fans, air conditioners, hot water heaters, pneumatic controls, refrigeration units, air compressors, and valves; obtains manufacturer's specifications and develops weekly, monthly, or annual inspection and maintenance programs; writes procedures for the effective, efficient, and energy saving operation of equipment.

Plans and schedules maintenance activities; determines level of maintenance required; prioritizes needs and schedules projects; determines method and source of repair required; writes bid specification documents for work to be performed by contractors; authorizes expenditures for work performed and issues change orders; evaluates plans for new or remodeled buildings to ensure effective and efficient maintenance.

Serves as liaison to other City departments to assess needs, evaluate work, determine cost-benefit of contract versus in-house construction, estimate expenditures and prioritize maintenance and construction projects.

Plans, schedules, assigns, inspects, and evaluates the work of subordinates.

Serves as technical expert and performs maintenance on projects requiring a high level of skill or in the area of heating, ventilation, or air conditioning or other designated specialty area.

Develops and administers division budget; develops budget estimates for annual maintenance programs and capital improvements.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

#### OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

#### SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

##### Knowledge of:

- The standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, carpentry trades, and crafts;
- Occupational hazards and safety precautions and inspections necessary in building maintenance and janitorial work;
- The methods used to develop and implement preventative maintenance programs.

##### Ability to:

- Perform HVAC, electrical, plumbing, mechanical, and carpentry work;
- Develop and implement preventative maintenance programs;
- Plan, schedule, assign, direct, inspect, and evaluate the work of employees;
- Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings;
- Understand and execute oral instructions and prepare diagrams or plans;
- Establish and maintain effective working relationships with city personnel and supervisors;
- Perform cost-benefit analysis of construction projects, provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

#### MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of building maintenance experience in several trade and craft areas, preferably including the development and implementation of a preventative maintenance program and leadworker responsibilities; or any equivalent combination of experience and training.

#### TOOLS AND EQUIPMENT USED:

Mechanical air testers and drills; electrical testers; plumbing threader; cut-off saw; handtools including, but not limited to, hammer, drill, sawpipe, wrenches, screwdrivers, pliers; adding machine; phone; motor vehicle.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Non-Exempt

Adopted: 9/82

Revised: 9/91, 3/94, 6/99, 12/01