



JOB DESCRIPTION  
**SR. MAINTENANCE SUPERVISOR – BUILDINGS**

THE POSITION

The position reports to the *Assistant General Manager*. Under general direction, position schedules and supervises crews involved in building maintenance, janitorial services, swimming pool maintenance operation, repair and general maintenance of buildings equipment, automotive and grounds maintenance equipment and other related duties as required. Position may also supervise Grounds Maintenance Supervisors in the absence of the Administrator.

EXAMPLE OF DUTIES

The essential duties of this position include, but are not limited to: assists in the formulation and implementation of the maintenance program for all District buildings, swimming pools and automotive and grounds maintenance equipment; schedules and inspects daily work of custodians, mechanics, swimming pool operators and buildings maintenance and repair personnel; inspects facilities for needed maintenance and repair; prepares reports on operations; requisitions necessary equipment and supplies; assists in preparation of departmental budget. Gives guidance to other supervisors in the absence of the Administrator.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires graduation from high school or equivalent and five (5) years of responsible building maintenance and repair experience, including at least two (2) years of supervisory experience in the buildings maintenance field. *Certification in Situational Leadership or equivalent.* Ability to diagnose situations and adapt leadership style to match the situations, and then communicate effectively to subordinates. Knowledge of and/or skills in the majority of the following trades: carpentry, electricity, plumbing, painting, swimming pools, welding, masonry and concrete, and automotive service and repair. Ability to read and interpret plans and specifications, prepare project cost estimates, and carry out instructions with minimum supervision. A satisfactory equivalent combination of experience and training will be considered.

Licenses: Must possess a valid California driver's license and demonstrate a good driving record.

PHYSICAL ACTIVITY REQUIREMENTS

This position will require standing or walking 50% of the time or more and sitting approximately 50% of the time. There will be occasional lifting, carrying, pushing/pulling *loads to 40 pounds*; occasional bending, kneeling/squatting, reaching overhead/stretching, climbing ladders, working on rough or uneven terrain; *frequent climbing stairs, some handling and dexterity.* This position will require the operation of *all power tools and equipment related to building and grounds maintenance.*