

**CITY OF ARCADIA**  
**BUILDING MAINTENANCE CREW SUPERVISOR**

**DEFINITION**

Under direction, to serve as crew leader for a building maintenance crew; to perform a variety of semi-skilled and skilled maintenance tasks for City buildings and facilities; and to respond to calls for maintenance service.

**SUPERVISION EXERCISED**

Exercises functional and technical supervision over building maintenance staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide lead supervision and assist in scheduling, assigning, and reviewing the work of Building Maintenance Workers.

Assist in establishing and maintaining standards and procedures for City building maintenance.

Train others in a variety of skilled building maintenance tasks.

Maintain computerized street light inventory.

Document and charge expenditures for damage to City-owned property.

Assist in contract specifications; estimate building costs for proposed new projects.

Supervise and assist in the installation and maintenance of street lights, appurtenances, and electrical feed points.

Follow and ensure employee compliance with lock-out tag-out procedures.

Operate a variety of heavy equipment including loaders, boom truck, crane, and sewer cleaning equipment.

Prepare sketches or drawings for staff to perform remodeling, repairs and alterations.

Supervise and participate in public building security activities.

Schedule preventive maintenance work on equipment; maintain records for preventive maintenance of related equipment involved in skilled trades.

Estimate time and material costs to complete assigned jobs.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assist in purchase of materials, supplies and equipment; maintain files and records on equipment and staff.

Maintain appropriate building maintenance records involving time, labor and materials.

Repair, install, and construct tables, shelves, countertops, and other wood equipment and fixtures; finish cabinets and countertops as required.

Perform hand and bench work, operating planers, joiners, drill presses, power saws, and other woodworking machinery.

Build rough wooden structures such as barricades, fences, and scaffolds; perform rough carpentry on City buildings.

Install tile and carpet as necessary.

Make repairs on doors, windows floors, lockers, gates, roofs, and ceilings.

Construct new walls, ceilings and flooring.

Install, maintain, and repair plumbing systems and a variety of plumbing fixtures such as faucets, sinks, toilets, and water heaters.

Repair, replace, and maintain electrical wiring, fuses, switches, motors, generators, lighting systems, and other fixtures and equipment.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Methods, materials, tools, and equipment used in rough and finish carpentry and cabinet making.

Methods, materials, tools and equipment used in general building maintenance work.

**Knowledge of:**

Principles and methods of lead supervision.

Safety principles and practices in building maintenance work.

Use and maintenance of a variety of power and hand tools.

Methods, materials, brushes, tools, and equipment used in the painting trade.

Basic practices and procedures of electrical work.

Methods, materials, tools and equipment used in plumbing work.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate a variety of building maintenance equipment and tools.

**Ability to:**

Perform skilled maintenance and repair work approaching the journey level in the plumbing, electrical, painting or carpentry trade areas.

Establish and maintain building maintenance procedures.

Train subordinates in skilled building maintenance trades.

Use and care for tools, supplies, and materials required in the work.

Read and understand blueprints, construction drawings, and schematics.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Five years of building maintenance and repair experience which involved a range of skills, activities and equipment. One year of experience with low voltage repairs. Familiarity and experience with interpreting electrical, mechanical and construction drawings.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in area of building construction maintenance. Completion of at least 20 continuing education units (CEUs) in basic electrical theory and circuit repair is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, a class "B" drivers license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; ability to travel to different sites and locations.

**Effective Date:** March 2006