



Facilities and Electrical Supervisor

Department/Division:	Public Works
Reports To:	Maintenance Manager
Provides Direction To:	Maintenance Worker I, Maintenance Worker II, and/or Building Maintenance Technician, depending upon position assignment, and various contract personnel
FLSA Exemption Status:	Exempt
Date Prepared:	September 30, 2014
City Council Resolution #	

GENERAL PURPOSE

Under general supervision, plans, coordinates, supervises and evaluates the work of maintenance employees engaged in a major maintenance program associated with facilities and electrical maintenance; coordinates and develops contracts, develops and administers annual Departmental budgets, and conducts field inspections; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Facilities and Electrical Supervisor is distinguished from the Maintenance Worker I, Maintenance Worker II, and Building Maintenance Technician in that the position has greater supervisory, budgetary, contract administration, and project responsibilities. Additionally, participates in the development, enforcement, and employee discipline as required to ensure work standards and procedures are adhered to. The Facilities and Electrical Supervisor may participate in crew work as needed; when assigned, may act in the place of the Maintenance Manager.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

1. Plans, organizes, and schedules daily work for crews; sets priorities for projects and service requests; determines crew configurations based on available staff.
2. Organizes, assigns, and inspects the work of in house and contractor staff responsible for buildings, facilities, lighting, electrical construction, and the maintenance and repairs of these and other facilities.
3. Reviews and develops work plans and specifications; estimates time, materials, staffing, and equipment that will be needed for assigned jobs; requisitions parts and

supplies, as necessary; ensures that materials are ordered and received in a timely fashion.

4. Coordinates maintenance set-ups for special events and works with other divisions, agency representatives, and contractors and vendors to arrange for maintenance functions.
5. Supervises and checks on maintenance personnel in the use and operation of a variety of vehicles, tools, and equipment in the maintenance and repair of City buildings, facilities, and electrical systems, including power and manual tools, electrical testing equipment, and light and moderately heavy power driven equipment.
6. Observes work in progress and upon completion for assigned employees; evaluates productivity, quality, safety, and compliance with applicable work methods in conformance with City standards and requirements.
7. Explains proper and safe work procedures; sets up and demonstrates proper use of tools, equipment, and vehicles as needed; develops staff through training.
8. Inspects work in the field and ensures that traffic control markers are set and that that traffic control procedures are properly followed for work in traffic lanes; sets up cones, delineators, barricades, and message boards and other traffic control devices as needed.
9. Establishes preventative maintenance schedules and ensures schedules are followed; work areas, tools, and equipment are regularly serviced, cleaned and maintained.
10. Conducts training and safety meetings; investigates accidents, injuries, and safety incidents and determines how to remove or avoid hazards. Actively involved in hazard mitigation through regular site visits and inspection programs.
11. Assists Maintenance Manager in preparing activity reports and maintaining records systems; evaluates crew member performance and executes approved disciplinary actions.
12. Administers and develops contracts for building, facilities, and electrical construction, maintenance, and repairs; inspects work for compliance with contract specifications.
13. Responds to emergency maintenance or repair calls.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operations, services, and activities related to buildings, facilities, and electrical maintenance and repair programs and trouble-shooting methods; safety standards, work methods, and equipment operation standards; safe and efficient use of tools and equipment; principles of supervision and training; materials storage hazards and safety standards; traffic control and safety practices involving facilities and electrical maintenance work; contract development and administration methods; labor and material cost estimating techniques; safe driving principles and practices; customer service practices.

Ability to:

Plan, organize, assign, supervise, and inspect work; and motivate and evaluate the work of assigned employees; analyze complex maintenance problems and determine appropriate actions; operate a variety of electrical maintenance and repair equipment and tools in a safe and effective manner; determine resources required for different jobs; read, develop, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics; interpret and apply policies, procedures, and standards pertaining to maintenance programs and functions; perform skilled trades tasks; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, and the general public.

Education/Training/Experience:

High School graduation or G.E.D. equivalent is required, supplemented by specialized training in construction technology. Five years minimum of journey level field experience in streets, parks, sewers, facilities, mechanical systems, electrical and/or related general maintenance and repair work and equipment operations is required.

Licenses, Certificates; Special Requirements:

Valid Class C California driver's license and acceptable driving record in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours and be available for weekend, afterhours, on-call, stand-by, and emergency call service.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms above and below shoulder level. The employee is required to frequently stand and walk, and sit to complete work as well as bend, stoop, squat, kneel, climb, and crawl in confined space depending upon work tasks. The employee may lift, carry, push, and pull parts and equipment weighing up to and exceeding 50 pounds.

Sensory demands include the ability to see, talk, and hear. Color vision is required.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; develop and interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact effectively with City staff, management, contractors, vendors, and public..

ENVIRONMENTAL ELEMENTS

The employee frequently works outdoors and is subject to variable weather conditions and traffic, heat, dust, moisture and wetness. The employee is subject to loud noise given the operation of power tools, pumps, and motorized equipment. The employee must be able to perform or inspect work from elevated surfaces and platforms and perform electrical work in vaults and underground storage chambers. The employee is subject to the risk of electrical shock although safety precautions are observed.

The employee must have the ability to travel to different maintenance sites and locations and may be available for on-call, stand-by, and emergency call service.