

## **BUILDING AND FACILITIES SUPERINTENDENT**

### **Definition:**

Under general direction plans, organizes and manages the activities of the Building and Facilities Division of the Maintenance Services Department; manages and coordinates City yard services, street lighting, swimming pool maintenance and building services to include electrical, painting, carpentry, plumbing, heating, ventilation/air conditioning, graffiti removal and custodial functions; develops division objectives, establishes and evaluates work standards and performance and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Plans, organizes, manages and evaluates the functions of the Building and Facilities Maintenance Division.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews division objectives, standards and procedures.

Oversees construction, remodeling, maintenance and repair for City buildings and facilities to include the development and maintenance of the 30-Year Building Capital Replacement Fund.

Initiates field inspections of work areas and inspects work areas as needed; investigates service requests, public complaints and accident/damage reports.

Conducts safety and other meetings and represents the City and/or the department/division at staff, public and professional meetings and conferences.

Prepares and makes and makes oral and written presentations.

Coordinates work projects with other divisions and departments.

Reviews and modifies work standards and procedures in accordance with performance.

Reviews and analyzes a variety of records, contracts, reports and other data.

Prepares, monitors and manages the division budget and recommends and evaluates capital, personnel and operating budget outlays.

Administers and evaluates improvements for building, electrical and yard services for City buildings, park facilities and recreational equipment, street lights, pump stations and hydroelectric facilities.

Establishes and reviews division maintenance schedules.

Prepares bid specifications and cost estimates; approves requisitions for materials, supplies and equipment.

Plans and oversees custodial and other contract work.

Prepares and analyzes division activity, performance and safety reports.

Operates a personal computer and uses applicable software to compose/prepare a variety of records, correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

**Class Characteristics:**

Building and Facilities Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

**Contacts and Relationships:**

The Building and Facilities Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with vendors, contractors, other City staff, the City Manager, City Council members, user departments and divisions, interest groups, the public and their representatives.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Effective supervisory and management techniques.

Building, electrical, plumbing, fire, mechanical and health and safety codes.

Safety regulations, practices and procedures.

Principles, practices, methods, materials and equipment used in building construction, carpentry, electrical, plumbing, painting, custodial, heating, ventilation and air conditioning work and related energy conservation techniques and issues.

Techniques of research and analysis and methods of making effective oral and written presentations.

Customer service and conflict resolution techniques.

Applicable laws and regulations related to building issues and legal issues related to area assigned.

Budgeting methods and procedures.

Contract administration related to area assigned.

Computer applications related to area assigned.

**AND**

**Ability to:**

Plan, organize, manage and evaluate Building and Facility Division operations.

Interpret and apply applicable laws and City and division/department rules and regulations.

Review and correct blueprints, plans and work specifications.

Select, train, supervise and evaluate division employees.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials and equipment utilization, capital outlays and safety practices.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Communicate effectively orally and in writing.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in Business Administration, Public Administration, Facility Management, Construction Management or a related field from an accredited college or university.

**AND**

**Experience:**

Six years of progressively responsible experience in the development and maintenance of building and facility functions to include four years of supervisory experience.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

Completion of "Hazwoper" First Responder training and "Hazwoper" Supervisor/Manager training as provided by a State of California authorized training source within twelve months of employment.

The City of Fullerton's Conflict of Interest Code requires that the Building and Facilities Superintendent file financial disclosure statements in accordance with state and local laws.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, crouches, kneels, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field the incumbent may walk and stand on slippery/uneven slopes and surfaces, climb ladders, crawl and be exposed to construction hazards and dust. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation: Exempt – Administrative**

Revised March 2007  
Revised June 2000  
Revised August 1991