

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Facilities Maintenance Supervisor**

**Division:** Parks and Planning

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### **Summary:**

Under general direction, plans, organizes and directs the Building Maintenance unit; develops and implements maintenance programs that ensure facilities are maintained; provides administrative and technical direction to staff responsible for facilities maintenance; and performs other related duties as assigned.

### **Essential Duties & Responsibilities:**

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 this class.

- Plans, schedules, assigns, supervises, evaluates and participates in the work of staff engaged in performing general building, facility, park amenity and pool maintenance, and construction activities; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff.
- Establishes performance requirements; regularly monitors and evaluates staff and contractor performance; ensures buildings and structures are maintained and that construction projects are completed effectively and safely.
- Assists in the preparation and administration of the budget for facility maintenance, equipment and custodial services; monitors fiscal performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Develops, maintains, utilizes and trains others on the use of a computerized maintenance management system by inputting maintenance, safety and work order data and preparing appropriate reports and records; develops estimates for projects and determines personnel, equipment and materials required.
- Oversees the ordering, receipt and storage of supplies, materials and equipment and the disposition of toxic materials; administers custodial and pest control contracts for all facilities.
- Prepares and submits reports on activities and inspections, including EPA and OSHA records.

### **Other Duties & Responsibilities:**

- May be required to drive District or personal vehicle.
- Requisitions materials, tools, supplies and equipment.
- Maintains an inventory and control system for supplies, materials, equipment and uniforms.
- Travels to various locations to supervise and inspect work.
- Maintains key and lock records.
- Installs and monitors video surveillance network and equipment.

- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs other related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

### **Education and Experience:**

A typical way to obtain the knowledge and abilities would be: an associate degree and four years of increasingly responsible experience in building construction, facility maintenance and repair, including at least two years of lead-level experience; familiarity with EPA regulations, OSHA and Cal/OSHA; or an equivalent combination of education and experience. A bachelor's degree is preferred.

### **Language Ability:**

Ability to read, analyze and interpret professional journals, blueprints, construction documents, technical procedures, operating and maintenance instructions, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers and the public.

### **Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as percentages, area, circumferences and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to develop and administer budgets and project costs.

### **Reasoning Ability:**

Ability to define and solve practical problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### **Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- Certified Pool Operator.
- Certified Playground Safety Inspector.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

- Department of Justice fingerprint clearance.

### **Supervisory Responsibilities:**

This position directly supervises the Facilities Maintenance Crew Leader class series and indirectly supervises the Facilities Maintenance Technician class series, Custodians, contractors and temporary staff.

### **Work Environment:**

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

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions. The noise level in the environment is moderate.

### **Physical Demands:**

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to stand, reach with hands and arms, and talk or hear. The employee is occasionally required to walk over uneven terrain, stoop, kneel, crouch or crawl and to lift up to 100 pounds. There are no special vision requirements.

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Revised 4/4/24

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*