

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Building Maintenance Supervisor
DEPARTMENT: Public Works
REPORTS TO: Assistant Public Works Director

SALARY GRADE: 16
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Supervises the work of skilled, semi-skilled and unskilled employees in performance and maintenance in the cleaning of City facilities; determines and schedules outside contractor work when needed. Plans, develops and monitors a regular program of building maintenance of City facilities.

ESSENTIAL JOB FUNCTIONS:

Inspects condition of all City facilities and cleaning equipment.

Schedules and coordinates on a priority basis all work required to maintain City facilities and equipment; determines methods/procedures to be used.

Plans for utilization of staff, materials, equipment, supplies, and other resources needed to clean City facilities.

Prepares and maintain schedules, assignments and checklist of work to be done, status, completion and accomplishment.

Sets the overall objectives and resources available for planning work assignments and seeing that the work assignments are carried out, resolving conflicts that arise, and coordinating the work with others as necessary.

Estimates material and labor cost of in-house and outside contract work needed; lays out work for maintenance crews, obtaining necessary equipment, tools, and supplies to complete jobs, and inspects work in progress and upon completion for compliance with work orders and/or daily cleaning needs.

Assists in the selection of qualified contractors, coordinates, provides oversight and approves their work to verify that proper procedures have been followed in all City buildings.

Trains and/provides training in job skills as well as in the safe handling and effective use of equipment and cleaning chemicals, with special emphasis on procedures related to blood borne pathogens and communicable diseases.

Ensures the sufficient materials, tools, equipment and supplies are available for scheduled work.

Purchases supplies and equipment needed as appropriate.

Analyzes and determines methods and procedures to address non-routine requests and emergencies, including the assignment of staff, without sacrificing the performance of essential daily functions.

Evaluates performance and recommends disciplinary action, when appropriate.

IMPORTANT JOB FUNCTIONS:

Coordinates cleaning activities with the scheduling of program activities within the building.

Solicits proposals and bids from vendors and contractors, when outside assistance is required, for the Department Director's Approval.

Provides assistance as needed to other departments in the preparation of the annual budget for anticipated building maintenance supplies, equipment and personnel.

Maintains inventory reports, prepares weekly reports, and writes memos as needed.

Participates in the screening and selection of applicants for vacant positions and makes recommendations to the director.

Separates the billing to specific vendors and assigns to the appropriate accounts.

Assists in the cleaning of facilities including operating cleaning, waxing and polishing machines.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

City Vehicle	High and Low Floor Machines	Automatic Floor Scrubber	Vacuum
Wet/Dry Vacuum	Computer	General Office Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent; and,

Five to seven years of progressively responsible experience in building maintenance; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, practices, materials and tools used in building maintenance trades.

Occupational hazards and safety precautions applicable to related work.

Department organization, standard operating guidelines and policies, rules, and regulations.

Management and organization theories and practices.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

In the use and care of hand and power tools and equipment.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to plan, organize, schedule, supervise, lead and train other employees and contract workers.

Ability to plan, organize and schedule the work involved in maintaining City facilities.

Ability to understand oral and/or written instructions.

Ability to acquire knowledge of other codes and regulations administered by the department.

Ability to interpret laws, regulations, codes and ordinances, and to apply requirements to appropriate situations.

Ability to follow directions, both verbal and written.

Ability to maintain records, logs and files.

Ability to prepare written reports and correspondence.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand climb, stoop or crouch; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; climb stairs; ascend and descend stairs, ladders, ramps, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; and push, pull and/or lift up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment and in recreation buildings with moderate exposure to dirt and dust and to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, blood borne pathogens and communicable diseases, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.