

## BUILDING MAINTENANCE MANAGER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Building Maintenance Operations, Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the programs and activities of the building maintenance operation comprised of the carpentry, electrical/refrigeration, plumbing, painting shops and custodial services; directs and coordinates provision of building maintenance services to several public offices and buildings.

Advises administrative officials on complex controlled maintenance and large capital outlay projects, space utilization, building acquisition, and long-range planning.

Coordinates and inspects project and contracted work to ensure compliance with building plans, specifications, codes and regulations.

Prepares budget, schedules repair in accordance with budgetary limitations, analyzes operational costs, and reviews plans.

Directs the study of policy, organization, methods and procedures and develops recommendations for improvement affecting economy, efficiency, and quality of operations and functions.

Works with consulting architects and engineers on large projects; maintains liaison with vendors.

Provides technical cost estimates, prepares specification and designs, reads and may prepare complex blueprints.

Inspects buildings and equipment to determine maintenance and repair needs; reviews work orders and sets priorities.

Prepares and analyzes reports and answers correspondence; keeps property inventory as well as maintenance, supply, and personnel records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices of the building construction, maintenance and repair operation.

Knowledge of the local and national building codes and regulations.

Knowledge of the occupational hazards and safety precautions of building maintenance work.

Ability to administer the programs and activities of a building construction, maintenance and repair operation.

Ability to read, interpret, and work from sketches, diagrams and complex blueprints.

Ability to make accurate estimates of time and materials required for minor and major building construction, maintenance and repair work.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Six years of progressively responsible experience in building construction, maintenance and repair work and three years of supervisory experience; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

  
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DAVID R. FLORES  
Executive Director,  
Civil Service Commission