



CITY OF SAN LEANDRO
invites applications for the position of:
Building Supervisor

An Equal Opportunity Employer

SALARY:

Monthly
\$7,096.00 - \$8,624.00

OPENING DATE: 05/24/17

CLOSING DATE: 06/14/17 05:00 PM

THE POSITION:

Plans, organizes, directs and supervises building maintenance operations; coordinates section activities with other divisions or departments; provides highly technical support to the division manager and performs related work as required.

This classification provides supervision to employees within a work section and assumes substantive and significant programmatic responsibility in a defined area or specialty, including planning, assigning and evaluating the work of subordinates.

Supervision Exercised and Received:

Provides general and limited supervision to lower level staff. Receives general direction from a division manager.

DUTIES AND RESPONSIBILITIES:

Essential Functions: The essential functions of the classification may include, but are not limited to, the functions below and are subject to changes in operational necessity.

- Acts as scheduling coordinator and quality control agent for the City's routine custodial, HVAC contracts and other contracted repairs required for building maintenance of City-owned facilities;
- Writes Requests for Proposals for contracting with outside vendors; prepares contracts, plans and specifications, and inspects work of contractors;
- Recommends and implements section goals and objectives; establishes schedules and methods for building operations; implements policies and procedures;
- Plans, prioritizes, assigns, supervises and reviews the work of staff and contractors involved in building maintenance operations;
- Acts as liaison between other sections, division and departments within the City;
- Conducts first-level staff training as appropriate; ensures compliance with safety regulations included in the Injury and Illness Prevention Program; corrects and reports safety concerns to supervisor, departmental safety coordinator or his/her designated safety resources professional;
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities;
- Prepares and administers section budget recommendations, submits justifications for building maintenance expenditures; monitors and controls expenditures in the field;
- Performs required duties under the City's disaster response plan;
- Participates in the selection of staff; provides and coordinates staff training; conducts performance evaluations; recommends discipline; implements disciplinary procedures as directed;

- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints;
- Performs a full range of facility maintenance duties including operating equipment, power tools and performing manual labor;
- Determines standards, writes specifications, and manages facility's repair projects; reviews work and determines if service is to be in-house or contracted out;
- Provides recommendations on project control; holds job specification meetings with vendors to clarify project details for cost estimates; provides cost information for all regular maintenance projects and planned maintenance projects for budgeting purposes;
- Administers and monitors safety program of facilities maintenance section;
- Meets with outside vendors to discuss pricing, service and quality of products or services offered; and
- Conducts studies and prepares monthly and annual reports.

Non-essential Functions:

- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications

Knowledge of:

The principles and practices of skilled maintenance trades related to building maintenance operations, electrical and HVAC portions in particular;

Plan and delegate assignments; monitor performance of staff;

Equipment, tools and materials used in skilled trades' craft and maintenance functions;

Principles of supervision, training and performance evaluations;

Principles of budget monitoring;

Current office procedures, methods and computer equipment;

Principles and practices of research, analysis and management;

Principles and practices of work safety;

Building, plumbing and electrical codes;

Pertinent local, state and federal laws, ordinances and rules; and

HVAC systems.

Ability to:

Organize, implement and direct crew operations/activities;

Supervise, train and evaluate assigned staff; promote team work;

Quickly assess and diagnose problems in the field;

Maintain reports and records; prepare data and information for specifications and reports;

Effectively resolve customer concerns or complaints;

Read labels and Hazardous Materials Safety Data Sheets for chemicals and other written

materials;

Organize and manage multiple tasks concurrently;

Interpret and explain pertinent City and department policies and procedures;

Assist in the development and monitoring of an assigned budget;

Develop and recommend policies and procedures related to assigned operations;

Provide a motivating environment, constructive feedback and maintain a sense of team unity;

Establish and maintain a positive customer service attitude and effective working relationships with those contacted in the course of work;

Plan and delegate assignments; monitor performance of staff;

Adjust work hours on a regular basis and be available for overtime and night call-out as necessary;

Communicate clearly and concisely, both orally and in writing; and

Build and maintain positive working relationships with co-workers; other City employees, and the public using principles of good customer service.

Experience and Education Guidelines: Any combination equivalent to experience and education that would most likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school diploma or certified equivalent (GED); supplemented by course work in electrical, HVAC, building maintenance or a closely-related field.

Experience: Four years of increasingly responsible experience in utility or building maintenance, electrical, or HVAC functions, including one year of lead or supervisory experience.

Licenses/certifications/other requirements: Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, seminars and conferences. Classification requires the possession and continued maintenance of a valid class "C" California driver's license for operating a motor vehicle.

Conditions of Work:

During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, heights, moving machinery, temperature changes, dust, fumes, smoke, gases, chemicals, noise, electrical energy, computer monitor use, solvents, grease, oil, vibration, open flames, flammable gases, working alone or with other individuals.

ADDITIONAL INFORMATION:

Salary and Benefits: The current monthly salary range for this position is \$7,096.00-\$8,624.00. Employment may begin at any step of the range, depending upon the qualifications of the person selected. For benefit information, please refer to the Human Resources tab on the City of San Leandro website www.sanleandro.org.

Application and Selection Process: Apply online by scrolling to the top of the job posting and clicking on the "Apply" link. Completed applications must be on file with the Human Resources Division by **Wednesday, June 14, 2017 at 5:00 p.m.**

Important: Applications with "See Resume" as a substitution for the work experience description and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted to be considered for this position.

Based on a review of the applications, a limited number of the best qualified applicants will be invited to participate in the selection process, which may include a qualifying written examination, structured oral board interview, written exercise, or other elements determined by the City to be appropriate. All applicants invited to the examination(s) will be notified of date, time, and place of examination(s).

The selection process will consist of the following schedule:

Thursday, June 22, 2017 - Structured Oral Interview (weighted 100%). Candidates must achieve a passing score of 70% or higher to be placed on the Eligible List. This date is confirmed and it is highly recommended that you plan your calendar accordingly. No make-up dates will be offered.

Departmental Interview dates are to be determined.

The selected candidate will be subjected to a background investigation which may include, but not limited to, a personal and employment history assessment, criminal history check, financial background check, medical, polygraph, psychological testing, and verification of a valid California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

A one-year probationary period which is an integral part of the selection process is used to observe and evaluate the employee's ability to effectively and responsibly perform the duties of the position. (18 month=dispatchers, 24 month=non-Lateral police officers)

Agency Shop Requirement: This position is represented by the San Leandro City Employees' Association, Local 21 IFPTE, AFL-CIO, and payment of union dues or an equivalent service fee is a condition of employment.

Americans with Disabilities Act: In accordance with the Federal Americans with Disabilities Act, the Human Resources Division will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise the Human Resources Division prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

Disaster Service Worker: All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

Mission Statement: We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the

quality of life for every citizen.

Veteran's Preference: If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time, active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veteran's preference.

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Information contained herein is subject to change without notice.

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>
OUR OFFICE IS LOCATED AT:
835 East 14th Street
San Leandro, CA 94577
510-577-3396
510-577-6089

Job #2017-33
BUILDING SUPERVISOR
LB

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Building Supervisor Supplemental Questionnaire

- * 1. IMPORTANT--YOU MUST ANSWER ALL SUPPLEMENTAL QUESTIONS. FAILURE TO PROVIDE ACCURATE, DETAILED AND COMPLETE INFORMATION MAY RESULT IN DISQUALIFICATION. Do you possess at least a High School Diploma or its legal equivalent, such as GED?
 Yes
 No
- * 2. Do you currently possess, or have the ability to possess by date of hire, a valid California Class "C" driver's license?
 Yes
 No
- * 3. Do you have four years of experience in plumbing, building maintenance, electrical, and HVAC functions?
 Yes No
- * 4. Describe your experience in coordinating day-to-day work flow of employees for both scheduled and non-scheduled repairs using a maintenance work order system.
- * 5. Describe your experience supervising entry and journey level maintenance workers. Also, include a specific work example of a personnel issue you resolved as a supervisor.
- * 6. Describe your experience working with outside vendors to procure products and services.

- * 7. Describe your experience facilitating building maintenance and repair projects including determining building standards, developing specifications and managing from project work to completion.

- * 8. Please list all electric, plumbing and HVAC certifications you currently have.

- * Required Question