

**Building Maintenance District Supervisor (3190)  
Task List (2020)**

**Supervision**

1. Oversees and/or supervises staff, such as craft supervisors, engaged in the operation, preventative maintenance, and repair of buildings, appurtenant equipment, and interior fixtures by planning, delegating, coordinating, assigning, and reviewing/inspecting work of staff, considering factors such as staff workload, knowledge and experience, interest, staff development, priority assignments, timeline, and/or complexity of assignment in order to ensure that all necessary maintenance and repairs are done efficiently and effectively and report any significant information to the Division Superintendent.
2. Schedules the work of City maintenance crews or vendors when requested, considering factors such as timeliness, materials needed and cost, using software or programs such as computerized maintenance management systems in order to provide their services in the assigned district.
3. Reviews and approves departmental and personnel reports, such as work completed, requests for material and equipment, and employee selection, transfer, termination, evaluation and vacation requests, in order to ensure progress is being made on projects or programs and/or personnel matters are handled in an efficient and effective manner.
4. Fulfills responsibilities within City of Los Angeles Equal Employment Opportunity (EEO) guidelines by interviewing and recruiting job candidates by applying their knowledge of the class; listening to employee grievances and disputes to identify a fair solution based on facts; resolving conflict among subordinates by openly dealing with problems and taking corrective action; counseling employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplining employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
5. Monitors the work and workload of subordinates and evaluates employee performance on an ongoing basis in areas such as task performance, communication, division/department/team performance, achievement of goals and objectives, and timeliness based upon information obtained from staff, managers, other agencies, clients, and the public in order to discuss evaluations with the employee to ensure safe and timely completion of work and provide positive and negative feedback to improve skills, identify developmental needs, and enhance success.

6. Conveys information to employees orally or in writing, such as policy changes, department objectives, interpretations of City policies or Memoranda of Understanding (MOUs), updated safety information, principles of Equal Employment Opportunity (EEO), trainings, and promotional opportunities, and listens to employee suggestions and concerns and follows-up as appropriate, while coordinating activities of the unit with other supervisors and/or other staff and informing management of completed work activities, deviations from planned work, concerns, and suggestions in order to ensure everyone is provided relevant information.
7. Trains and mentors employees by explaining job requirements, providing written materials, such as safety and performance standards, personnel rules, policies, and procedures, and demonstrates work procedures in order to ensure employees are properly trained and enhance success of the employees.

### **Department Operations, Inspections, and Investigations**

8. Drafts building maintenance schedules, standards and budget estimates, including information such as the scope of the work requested, requested materials, and staff needed, considering factors including timelines and available personnel in order to schedule any outside vendors and building access.
9. Reviews alteration and improvement plans of proposed projects, considering factors such as feasibility and projected maintenance necessary over the life of the project, using references or software including building plans and specifications, operation manuals, and computerized maintenance management systems in order to ensure that the projects comply with Federal, state, and local codes and Department standards.
10. Inspects buildings for compliance by reviewing building drawings, specifications and code manuals in order to ensure that the buildings comply with Federal, State, and local safety, code, and maintenance standards.
11. Investigates complaints and requests pertaining to building maintenance and repair services and makes special investigations of work needed, by reviewing maintenance requested, materials used, and code specifications, considering factors such as Department responsibility and if the Department is able to perform the requested services, and drafting work tickets, sketches, and estimates in order to resolve these issues.

### **Written and Oral Communication**

12. Confers with representatives of tenant Departments to discuss issues or information pertaining to building maintenance and repair projects, such as material, necessary staff, cost estimates, and work procedures and methods in order to begin building maintenance and repair or resolve changes to the projects.

13. Drafts reports pertaining to building operations, maintenance, and repair, including metrics on monthly maintenance operations, weekly activities, and quarterly energy conservation and project completions, in order to provide this information to Department management and/or other divisions.