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07/19/04

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: BUILDING SERVICES SUPERVISOR**

**DEFINITION**

Under general supervision, to plan assign, supervise, review and participate in the work of semi-skilled workers and skilled technicians in the installation, maintenance, repair, alteration and limited construction of City buildings and facilities; and to do related work as required.

**REPORTS TO:**

Building Services Operations Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building services Operations manager. Exercises lead supervision over professional, para-professional and technical staff as assigned

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan, assign, supervise, review and participate in the work of semi-skilled workers and skilled technicians (maintenance workers, custodians, carpenters, painter, electricians and plumbers) in the maintenance, repair, construction, alteration and general upkeep of City building, facilities and related fixtures and equipment.
- Receive work orders; prepare estimates of time and materials needed; make sketches and diagrams for subordinates to follow; determine priorities with superior and schedule work in an orderly and timely manner.
- Inspect work in process and upon completion for quality and conformance to instructions, building codes and standards; assist subordinates with difficult work problems.
- Prepare requisitions for materials and supplies; maintain records of time and materials used; prepare and submit records and reports as required.
- Conduct periodic inspections of City buildings, facilities and related fixtures and equipment to identify maintenance needs.
- Assist in administering outside contracts for custodial, security, fire and intrusion systems and various construction projects.
- Assist in budget preparation and administration.
- Supervise, train and evaluate subordinates.

**QUALIFICATIONS**

**Knowledge of:**

- Standard practices, methods, materials, tools and equipment used in the construction, maintenance and repair of buildings, facilities, fixtures and related equipment.
- Occupational hazards and standard safety precautions in the work.

- Energy conservation and monitoring practices.
- Building codes and standards.
- Preventive maintenance systems and practices.
- Principles and practices of supervision, training and performance evaluation.

**Ability to:**

- Plan, schedule, assign and inspect the work of subordinates.
- Prepare cost estimates for time and materials.
- Develop and work from sketches, plans diagrams and specifications.
- Follow oral and written instructions.
- Use and care for a variety of tools, materials, equipment and vehicles.
- Supervise, train and evaluate subordinates.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade

Experience: Four years experience in skilled journey level building maintenance including upkeep, repair, alteration and limited design and construction work involving rough and finish carpentry, electrical and plumbing trades, and also including some experience and/or training in supervisory skills applicable to the building services field.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain an appropriate, valid California motor vehicle operators license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Building Services Supervisor

**TO:** Building Services Operations Manager