CLASS TITLE: Manager of Buildings Services

CHARACTERISTICS OF THE CLASS: Under direction, plans, organizes and supervises the maintenance, repair and cleaning services for public facilities and tenants in City-owned and operated buildings; and performs related duties as required.

EXAMPLES OF DUTIES: Conducts daily field inspections of municipal facilities and buildings to determine the extent of general repairs and maintenance required and to assess the quality of services completed; receives estimates from private contractors, researches costs for large or complex repair and/or maintenance projects and makes recommendations for the contracting or the utilization of department resources to complete identified tasks; reviews supply requisitions and monitors the usage of material and equipment supplies to reduce costs and pilferage; supervises and coordinates the work of maintenance, skilled trade crews or vendors; receives maintenance or repair requests and establishes priorities; may review blueprint plans and drawings for renovations, new facilities or major repairs.

Develops and prepares overall cleaning program in accordance with studies, experience and accepted standards; provides specialized direction to supervisory staff in the development, methods and procedures for improving overall cleaning techniques and efficiency; prepares recommendations for alterations in the level of cleaning and maintenance; inspects cleaning operations in buildings to insure that service and maintenance are within City standards; responsible for preparation and implementation of overall elevator programming and schedules in City Hall and other buildings; conducts periodic inspections to insure adequacy of services provided; implements accident and fire prevention and fire fighting program for custodial and elevator personnel; assists occupant agencies in their development of overall accident and fire prevention programs; organizes, schedules and supervises watchmen functions and assists in the annual security contract negotiations; establishes overall training needs of individual groups in the Building Services Section; develops specific training programs and conducts such training activities as required.

Handles centralized ordering of materials, supplies and equipment needed for operation through large lot buying; conducts job interviews, reviews personnel performance ratings, recommends disciplinary actions, explains personnel actions to employees, handles complaints and grievances, and makes recommendations to supervisory staff.

DESIRABLE MINIMUM QUALIFICATIONS:
Training and Experience. Five years of progressively responsible experience in the administration of maintenance and repair services for physical facilities including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skill. Thorough knowledge of modern building cleaning methods and procedures, elevator operations, security and watchmen services, and refuse disposal methods. Thorough knowledge of industrial cleaning chemicals and equipment and their effective use. Thorough knowledge of Federal, State, County, and Municipal regulations ruling industrial cleaning chemicals. Thorough knowledge of custodial and janitorial supplies, equipment, and materials. Thorough knowledge of safety standards and procedures.

Ability to plan, organize, coordinate, assign, supervise and inspect the work of subordinate personnel. Ability to maintain accurate operating records and prepare standard reports. Ability to communicate directives to subordinate staff. Ability to monitor expenditures.

Skill in the application of the methods and practices applicable to basic maintenance, repair, cleaning, and inspectional procedures. Strong supervisory skills. Good oral and written communication skills. Skill in scheduling staff.

November, 1987