



## City of Laguna Niguel Job Description

### BUILDING AND FACILITIES SUPERINTENDENT

Middle Management, Professional and Supervisory Unit  
FLSA: Exempt

#### **DEFINITION**

Oversee and manage the maintenance of all City buildings, facilities, swimming pool and related equipment, and the Laguna Niguel-Mission Viejo Metrolink Station, including the development and administration of maintenance and capital contracts, inspections of roofing, HVAC, plumbing, electrical, and building systems.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Public Works Director.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Plan, prioritize, assign, and supervise building and facility maintenance and construction work performed by contractors.
- ◆ Direct and supervise all building maintenance staff.
- ◆ Direct and set priorities for building and facilities maintenance and capital contracts.
- ◆ Develop and prepare contract specifications, procedures, and policies in regards to building and facilities maintenance; coordinate and supervise the implementation of building and facility maintenance and capital contracts.
- ◆ Negotiate, reconcile, and mediate differences of interpretation between City contract requirements and services rendered by contractors.
- ◆ Direct and set priorities for on-going maintenance contracts, meeting regularly with contractors to ensure contract requirements are met.
- ◆ Plan, direct and conduct regular meetings with maintenance staff to discuss schedules, budgets, problems, workload and progress of assigned projects.
- ◆ Recommend and coordinate the implementation of long-term and short-term goals and objectives for building and facility maintenance.
- ◆ Monitor compliance with building codes, safety regulations, ordinances, and plans and specifications for building and facilities maintenance and construction.
- ◆ Request and evaluate maintenance and construction proposals; recommend and authorize contractors for hire in keeping with the City's purchasing policy.
- ◆ Prepare and maintain maintenance records and reports for buildings and facilities; prepare staff reports, letters, and other written correspondence pertinent to building and facility maintenance.
- ◆ Diagnose, recommend, and/or make minor repairs to plumbing, electrical, mechanical, and building and facility maintenance and construction.
- ◆ Oversee City swimming pool and Sprayground maintenance; monitor pool equipment and chemicals for compliance with State and County health codes, regulations, and safety requirements.
- ◆ Participate in budget preparation; prepare cost estimates; submit justification

- for budget items; track and monitor maintenance expenditures.
- ♦ Investigate and respond to citizen complaints, vandalism, and inquiries regarding the maintenance of buildings and facilities.
- ♦ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ♦ Methods, practices, and equipment used in building maintenance services and activities.
- ♦ Thorough knowledge of pertinent Federal, State, AQMD, and local policies, codes, laws, and regulations affecting building and facilities maintenance and construction.
- ♦ Considerable skill in reading and interpreting complex construction plans.
- ♦ Terminology, methods, practices, materials, and techniques related to building and facilities construction and maintenance.
- ♦ Principles and practices of contract administration.
- ♦ Communication skills.
- ♦ Safe work practices.
- ♦ Modern office methods, procedures, and computer equipment.
- ♦ Principles of personnel management including supervision, training and performance evaluation.
- ♦ General principles of risk management related to buildings and facilities.

### **Ability to:**

- ♦ Provide administrative and professional leadership and management of the maintenance staff.
- ♦ Plan, organize, manage, schedule and coordinate the work of contractors and maintenance staff; allocate limited resources in a cost effective manner.
- ♦ Apply administrative and technical knowledge to assure compliance with contracts; follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard construction practices.
- ♦ Diagnose and assess building and facility problems and recommend an effective course of action.
- ♦ Communicate clearly and concisely, both orally and in writing.
- ♦ Establish and maintain cooperative working relationships.
- ♦ Work independently without supervision.

### **Experience and Training:**

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

High school diploma or equivalent is required. Specialized training in building and facilities management and the general construction trades is also required.

Equivalent to a Bachelor's degree from an accredited college or university courses in public works administration, contract management, construction technology, or a closely related field is desired.

Seven years of responsible building and facilities maintenance contract administration and construction experience including at least two years of supervisory experience is required.

**Licenses:**

Possession of a valid California Driver's License and an acceptable driving record.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed mostly in field settings. Considerable outdoor work is required in the inspections of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.