



**City of Laguna Niguel  
Job Description**

**BUILDING AND FACILITIES SUPERVISOR**

Management, Professional, and Supervisory Unit  
FLSA: Exempt

**DEFINITION**

Oversee and supervise the maintenance of all City buildings and facilities and the Laguna Niguel-Mission Viejo Metrolink Station, including the development and administration of maintenance contracts, inspections of roofing, HVAC, plumbing, and electrical systems.

**SUPERVISION RECEIVED AND EXERCISED**

Receives primary supervision from Parks and Recreation Director and secondary direction from the Public Works Director for those duties pertaining to the Public Works Department.

Exercises supervision over building maintenance staff.

**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 building maintenance staff.
- ◆ Direct and set priorities for building and facilities maintenance contracts.
- ◆ Review and recommend contract specifications, procedures, and policies in regards to building and facilities maintenance; coordinate and assist in the implementation of building and facility maintenance contracts.
- ◆ Recommend and coordinate the implementation of long-term and short-term goals and objectives regarding 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.
- ◆ Prepare and maintain maintenance records and reports for buildings and facilities; prepare 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 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.
- ◆ Conduct weekly meeting with contractors to discuss schedules, problems, and progress of contracts.

- ◆ 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.
- ◆ Through knowledge of pertinent Federal, State, and local policies, codes, laws, and regulations affecting building and facilities maintenance and construction.
- ◆ Terminology, methods, practices, materials, and techniques related to building and facilities construction and maintenance.
- ◆ Communication skills.
- ◆ Safe work practices.
- ◆ Modern office methods, procedures, and computer equipment.

### **Ability to:**

- ◆ 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.
- ◆ Read and interpret complex construction plans.
- ◆ 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:*

Five years of responsible building and facilities maintenance contract administration and construction experience.

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance, preferably supplemented by specialized training in building and facilities management and the general construction trades.

### **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 in office and field settings. Considerable outdoor work is required in the inspections of buildings, facilities and construction sites. 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 occasionally works near moving mechanical parts and in high, precarious places and 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.