

RESOLUTION NO. 2014-129

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING JOB TITLE, JOB DESCRIPTION, AND SALARY RANGE FOR THE POSITION OF BUILDING SERVICES SUPERVISOR; AND FURTHER APPROVING RECLASSIFICATION OF BUILDING SERVICES COORDINATOR TO BUILDING SERVICES SUPERVISOR

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job title and job description for the position of Building Services Supervisor as attached hereto marked Exhibit A; and

BE IT FURTHER RESOLVED that the salary range for Building Services Supervisor is hereby approved and shall be as follows:

BUILDING SERVICES SUPERVISOR				
Step A	Step B	Step C	Step D	Step E
\$4,042.14	\$4,244.24	\$4,456.45	\$4,679.28	\$4,913.25

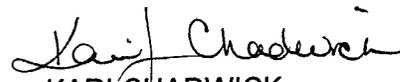
BE IT FURTHER RESOLVED that the Lodi City Council does hereby approve the reclassification of the position of Building Services Coordinator to Building Services Supervisor, and shall be retroactive back to October 28, 2013.

Dated: July 16, 2014

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I hereby certify that Resolution No. 2014-129 was passed and adopted by the Lodi City Council in a regular meeting held July 16, 2014 by the following vote:

- AYES: COUNCIL MEMBERS – Hansen, Johnson, Mounce, Nakanishi, and Mayor Katzakian
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None

  
KARI CHADWICK  
Administrative Secretary

## **BUILDING SERVICES SUPERVISOR**

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

### **DEFINITION**

The Building Services Supervisor works with clients and staff to insure that all of the physical aspects of events and room sets are completed in a timely and professional manner. Position must possess exceptional customer service skills to work with clients and customers in the performance of their duties. Perform skilled/specialized maintenance and repair of City facilities.

### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by higher level personnel. Functional or technical supervision may also be given to or received from others.

### **ESSENTIAL AND MARGINAL FUNCTIONS**

Essential duties may include, but are not limited to, the following:

Plans, assigns, supervises and reviews the work of subordinate personnel; assumes responsibility for and assists with a variety of personnel actions such as training, selection, dismissals and disciplinary actions; prepare work schedules; ensures subordinate personnel are working in a safe manner;

Assists in budget development and administration;

Work with clients and staff to insure that all of the physical aspects of events and room sets are completed in a timely and professional manner. Must have exceptional customer service skills to work with clients and customers in the performance of their duties; act as a conduit between maintenance and the client when supervising events in the building; provide customer service by responding to customer inquiries and requests for information and resolving conflicts with tact and diplomacy;

Plan physical presentation aspects of events; direct set-up logistics; coordinate activities of the building services staff; training and scheduling of work crews prior to and after events;

Responsible for monitoring equipment and facility for damage or excessive use; order materials and equipment for the purpose of changeovers; oversight of the general restoration of all spaces and facilities to their normal mode; perform skilled/specialized and the most complex maintenance, construction and repair of City buildings and

facilities to include carpentry, plumbing, electrical, landscaping, heating and cooling, and repair skills related to this task;

Maintain a variety of buildings and equipment, including but not limited to: electrical fixtures, switches and related equipment, using a variety of materials, tools, supplies and equipment; perform minor repairs and adjustments of air conditioning and heating units and components; designs, fabricates, constructs, finishes and installs wood structures such as walls, cabinets, doors, furniture, stairs, gates, park play equipment and wood signs; replace lights, ballasts, and fixtures; repairs locks, cut keys, and rekeys locks; adhere to maintenance and inspection requirements related to local and state code;

When appropriate, prepares estimates, schedules and plans, monitors the progress of projects, prepares reports, and performs inspections of work in progress;; performs other duties as required by coordinating special projects, providing assistance with maintenance issues;

Prepare specifications and assist in bidding of contracted services; manage contracts, pull permits as needed; supervise, schedule and direct contract services; troubleshoot heating and air cooling systems, supervise and assist staff and contractors in the management and monitoring of Heating, Ventilation, and Air Conditioning (HVAC) systems and controls;

Participate in the construction, remodel and maintenance of facilities, buildings, and structures, equipment, and building support systems;

Coordinate and maintain interiors and exteriors of City buildings including but not limited to: cleaning of floors, furniture, walls, woodwork, windows, etc.; vacuums and shampoos rugs; sanitizes and services restrooms and other public facilities; disposes of trash; preparation and oversight of City facilities for various events;

Perform emergency repairs;

Act as building representative in the absence of the Parks, Recreation and Cultural Services Director;

Conducts inspections on performance of contract janitorial service; prepares annual building maintenance accomplishment report; maintains records of essential maintenance work performed;

May install and maintain park and recreational equipment such as scoreboards, drinking fountains, urinals, chlorine machine for swimming pools, and heaters for swimming pools; constructs and maintains sun shades, bleachers, benches, cyclone fence, gates, backstops for ball diamonds, bar-be-ques, and playground equipment;

Performs other duties related to the operation of the department and the city, including additional duties that enable the department and City to meet the diverse needs of its community.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Basic, advanced and complex construction methods; building code requirements; fundamentals of carpentry, plumbing, electrical and machinery; heating and cooling systems; a variety of construction and finishing materials; purposes and uses of numerous hand tools and power equipment;

Contracting and subcontracting practices and procedures;

Safe work practices including confined space entry and traffic control procedures;

Knowledge of contract development and management;

Principles and practices of employee supervision, including selection, training, evaluation and discipline;

Industry customer service practices.

Standard office practices and procedures, including basic business personal computer applications. **Ability To:**

Work with clients and staff to insure that all of the physical aspects of events and room sets are completed in a timely and professional manner. Must have exceptional customer service skills to work with clients and customers in the performance of their duties; act as a conduit between maintenance and the client when supervising events in the building.

Perform skilled/specialized and the most complex maintenance, construction and repair of City buildings and facilities to include carpentry, plumbing, electrical, landscaping, heating and cooling, and repair skills related to this task; operate a variety of hand tools and power equipment; understand and coordinate safety operations; utilize testing equipment (i.e., Amp Probes, Multi-meters, electronic temperature analyzer, refrigeration manifold gauges, mercury manometer, RPM indicator, etc.)

Ability to utilize and develop a variety of advisory data and information such as blueprints, diagrams, code requirements and manuals, schedules, work orders, parts inventories, purchase orders, time sheets, contracts, safety manuals and technical operating manuals.

Supervise, schedule and review various staff members for the purpose of managing and staging events.

Train, direct and operate in the use of heavy power driven equipment used in facility construction and maintenance;

Must be able to work early mornings, nights and weekends;

Proven job reliability, diligence, dedication and attention to detail;

Communicate effectively, orally, and in writing;

Establish and maintain cooperative and effective relationships with those contacted during the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

#### **Education:**

Equivalent to the completion of high school.

#### **Experience:**

Five years experience in the event set-up and logistics, building maintenance or machinery trades. One year of supervisory experience preferred.

### **LICENSES AND CERTIFICATES**

Possession of a valid (Class C) Driver's License issued from the California Department of Motor Vehicles.

### **PHYSICAL REQUIREMENTS**

Ability to develop and execute facility room set maps.

Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as power hand and shop tools, mechanic's hand tools, plumbing hand and power tools, carpentry hand and power tools, shovel, motor vehicles, locksmith tools, cutting torch/welder, compressors, hoists, ladders, glazing tools, drafting tools, etc.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.

Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.

## **WORKING CONDITIONS:**

### **Environmental Conditions**

Exposure to safety hazards including, fumes or odors, dusts or gases, chemicals, toxic materials, oil, and a variety of mechanical machinery. Possible exposure to blood-borne pathogens; exposure to a variety of weather conditions.

### **Physical Conditions**

Essential and Marginal functions require maintaining physical conditions necessary for standing, walking, sitting for pro-longed periods of time, operating assigned office equipment, driving, carrying, pushing, climbing, bending at waist, stooping, crouching, reaching, kneeling, crawling, hearing, sense of smell and sense of touch, lifting and pulling up to 75 pounds, and ability to deal effectively with the public using good judgment, decision making and negotiation skills to resolve conflicts.

\*FLSA Status: NON-EXEMPT