

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	General Services Operations Supervisor	CLASS. CODE: 0619
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	Facilities and Communications Manager	DATE: 7/1/2002

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**Job Summary:**

Plans, directs and coordinates the work of staff engaged in the maintenance, repair and construction of City facilities, and their related systems including custodial, carpentry, electrical, HVAC, lighting, mechanical, painting, plumbing and/or all other related building systems; or the selection, acquisition, installation, and repair of electronic equipment and communication systems.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Provides general supervision for assigned area and schedules the utilization of personnel and equipment through subordinate maintenance project leaders or communications analyst technicians.
2. Plans, organizes, schedules and inspects the work of subordinates. Evaluates work performance, determines training needs, and implements necessary training programs. Approves leave, appraises performance, sets work standards, interviews, hires and disciplines employees.
3. Prepares and monitors annual budget for functional area. Develops and makes recommendations for necessary changes in utilization of resources. Investigates equipment and material needs, and assures availability of equipment and material when needed. Recommends and justifies capital purchases for budgeting.
4. Evaluates various building or communication systems operations and prepares cost estimates. Designs or participates in the design of new facility systems and alterations or modifications to existing facility systems or communications structures Prepares bid documents, awards contracts and administers contracts and/or rental agreements for compliance with bid specifications.
5. Participates in meetings to express the City's needs for maintenance services and operational needs with consulting engineers, other City administrators, citizen advisory groups, regulatory agencies and a wide variety of technical staff.
6. Schedules and supervises services, installation, operation, maintenance, modification, repair and adjustment of various facilities, communications and other building operational systems. Oversees preventative maintenance activities, instructs personnel in routine service and maintenance activities and talks technical staff through maintenance and repair functions when needed.
7. Obtains work estimates, orients contractors to projects needing completing and project standards, monitors contractors work for compliance with standards, develops bid specifications, coordinates large maintenance projects with other City Departments and/or agencies. Participates in a variety of special projects that affect the Division.
8. Assists subordinate maintenance project leaders or communication analyst technicians and directly performs hiring, evaluating, training and disciplining subordinate employees. Oversees and implements training and development activities.
9. Makes periodic checks in the field to solve problems and review progress.

**City of Salem**  
**CLASS SPECIFICATION**

10. Prepares major reports on operational services within the section, major alterations and their cost effectiveness and other analysis as required. Maintains a variety of diagrams, reports, time records, blueprints and other job related documents.
11. Communicates changes in programs, procedures or focus with subordinates. Assures safe working conditions including public safety and proper handling of equipment in work areas.
12. Utilizes technical knowledge to solve maintenance, repair or construction problems. Provides technical expertise concerning area of assignment as needed including reviewing and commenting on plan reviews.
13. Establishes rate structures for communications revenues and assists in the preparation of emergency plans in relation to communications systems support.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Laser Level
- Construction Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from an accredited college or university in maintenance, construction trades or a related field; and,

Ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Oregon Drivers License
- Non-ionization electromagnetic radiation training certificate may be required.
- Contractor License preferable

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Methods, tools and practices used in maintenance, repair, and construction of public works facilities, systems and related operations.
- Building trades and practices, Uniform Building Codes, American Society of Heating, Refrigeration, and Air Conditioning Engineers Standards and equipment commonly associated with system enhancements at multiple locations.

**City of Salem**  
**CLASS SPECIFICATION**

- Maintenance and repair and operation of physical plant systems, HVAC, electrical, lighting and mechanical equipment utilized in both large and small facilities.
- Techniques and equipment used in the work of assigned area.
- Methods, materials, test equipment and tools used in the building trades including computers, electrical, pneumatic, electronic, mechanical and other systems.
- Operations and uses of testing equipment, computerized energy management systems, maintenance management systems and controls installed.
- Occupational hazards and safety precautions related to work.
- Budgetary procedures and practices.
- Contemporary office practices and procedures and basic office software products.
- Custodial and maintenance chemicals, their use and safeguards may be required.

**Ability to:**

- Evaluate technical engineering and operational information and to plan long-range enhancement to facility systems.
- Review the designs and specifications of technical and engineering consultants for compliance with system adaptation.
- Use personal computers and word processing, database and spreadsheet software.
- Plan and operate a maintenance and servicing program.
- Plan, organize and supervise the work of subordinates at multiple locations.
- Evaluate the utilization of personnel, materials and equipment and recommend revisions as to assignments and procedures.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb stairs.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.