

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Building Maintenance and Operations Supervisor

**CLASS CODE:** 3753

### GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise building custodial, maintenance, security and related services in municipal buildings.

### DISTINGUISHING CHARACTERISTICS:

This is a journey-level managerial classification in the Building Operations Series– Building Operations Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for supervising building custodial, maintenance, security and related functions.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

**EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Orders maintenance supplies and materials.

Receives and responds to maintenance requests.

Coordinates trash pick-up and equipment maintenance and repairs with other city departments.

Plans and executes office and furniture moves.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicles, calculator, telephone, photocopier and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as work orders, maintenance schedules, maintenance reports, billing statements, budgets, time sheets, personnel policies, performance evaluations, technical operating manuals, assembly instructions, blueprints, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate surface area, percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, temperature extremes, machinery, electric currents, traffic hazards and toxic/poisonous agents.

**Physical Requirements:**

Requires the ability to lift, push and pull furniture and equipment to assist subordinates with duties.

Requires the ability to stoop, crouch, bend, twist and climb to inspect buildings for maintenance needs.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, odors and shapes to determine maintenance needs, and sounds to communicate with others and detect malfunctioning maintenance/building equipment.

**EDUCATION AND EXPERIENCE STATEMENT:**

Five (5) years of experience in building maintenance, construction and repair; or an equivalent combination of education, training and experience.

**SPECIAL REQUIREMENTS:**

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.