Facilities Project Supervisor

Class Code: 6265
Date Established: 07-01-00
Date Revised: 09-03-03

OVERVIEW:
The Facilities Project Supervisor classification is designed for positions responsible for supervising and coordinating the work of one or more small groups or crews consisting of skilled multi-trade crafts workers and assistants. Incumbents are working supervisors who are skilled in one or more trades and coordinate and supervise the work of one or more small groups or crews involved in the maintenance, repair, construction and renovation of various facilities and structures. Incumbents also provide comprehensive technical project leadership; act as key liaisons with customers; coordinate job estimates; and ensure supplies and materials are available for jobs. Examples of typical activities are not meant to be all inclusive or restrictive; incumbents may perform related work activities.

DISTINGUISHING CHARACTERISTICS:
Unlike other supervising classifications, the Facilities Project Supervisor is responsible for supervising one or more small groups or crews comprised of semi-skilled and skilled journey-level crafts workers from more than one trade. The small groups or crews are typically engaged in performing maintenance, repair, construction and/or renovation work.

TYPICAL ACTIVITIES:
Incumbents typically prioritize and coordinate the work of one or more groups or crews or projects; assign work to qualified crew members; provide work and safety instructions; provide on-the-job training and instructions to less skilled workers in trade and safety practices; provide input on performance evaluations; monitor work in progress; inspect completed work to ensure it is in compliance with specifications, special instructions and sound trade practices; develop and maintain manual and/or computerized work record-keeping and/or maintenance management systems.

Work on new construction and remodels requires: collaborating with engineering and design departments; interpreting complicated plans and drawings; coordinating work schedules and work assignments to meet the overall construction/modification objectives; sequencing of work; ensuring the availability of required materials and equipment; analyzing operations; coordinating with other leads and supervisors in scheduling specific trade workers and sequencing of work on projects; preparing cost and time estimates; ensuring accuracy and currency of computerized record-keeping and/or maintenance management systems; and providing a high level of inspection to ensure appropriate building and safety codes are met. Incumbents also may design minor tenant improvements.

TYPICAL QUALIFICATIONS:

Knowledge: Work requires thorough knowledge of methods, materials, tools and equipment used in the building and construction trades; effective supervisory practices and techniques; job design and work sequencing related to construction projects; and applicable state and federal safety, building and construction codes and regulations.
**Abilities:** Must possess journey-level skill in a building or construction trade. Must be able to operate all applicable building tools and equipment; plan and direct the work of skilled crafts workers and their assistants; determine and coordinate staffing, material and equipment needs for multiple jobs and projects; perform basic design work; read blueprints; work from plans and specifications; prepare rough sketches; analyze and respond appropriately to emergency situations; ensure accuracy and maintenance of assigned record-keeping systems; prepare reports; read and write at a level appropriate for the position; and perform arithmetic calculations as required by the position. Incumbents may be required to possess a California Driver’s License valid for the operation of any vehicle or equipment they are required to maintain and operate.

**Experience:** These abilities normally would be acquired through two years of experience working as a journey-level crafts worker in one or more building trades including one year in a lead/supervisory capacity. Must have demonstrated achievement of journey-level skills equivalent to those acquired through the completion of an applicable apprenticeship program.