

FINAL DRAFT 5.22.2020

Job Title	<b>BUILDING SERVICES SUPERVISOR</b>
Closing Date/Time	June 12, 2020, 4:30 PM Pacific Time
Salary	\$1,637.04 - \$2,232.32 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments (CL)

**Applications are available online beginning May 29, 2020 through 4:30 pm on June 12, 2020.**

This classification is currently used in the following departments: Airport, Harbor, Health, Library, Parks, Recreation & Marine, and Police.

**EXAMPLES OF DUTIES:** Under general supervision, participates in and supervises the work of a maintenance crew and/or contracted services engaged in custodial and minor maintenance and repair work; determines custodial levels and/or maintenance for various facilities; plans, organizes, and schedules maintenance and/or custodial services, minor maintenance, and repair work; oversees and/or monitors contract custodial services; establishes and administers operating procedures and sets work standards; checks and evaluates work in progress and upon completion; enforces safety and security regulations; investigates and responds to problems; ensures that employees and/or contractors are properly supplied and instructed in the use of materials, tools, and equipment; interviews, assigns, trains, and evaluates the work of subordinates; maintains records and prepares reports; may obtain bids for equipment and maintenance projects, and performs other related duties as required.

#### **REQUIREMENTS TO FILE:**

**Applicants MUST meet the requirements below:**

- Three years of paid, full-time equivalent experience in general building, custodial, maintenance, and/or repair work, at least one year must have been in a lead capacity or supervisory position.

#### **Additional Requirements to File:**

- Proficient in the use of personal computers, including word processing, spreadsheet and inventory applications.
- Willingness to work irregular hours, overtime, weekends, holidays and shift work as necessary.

#### **Ability to:**

- Ability to effectively plan, direct, coordinate, and supervise the activities of maintenance and custodial crews; and communicate effectively both verbally and in writing.

A valid driver's license and a current DMV driving record must be submitted to the hiring department upon receiving a conditional job offer.

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Positions at the Airport will require a background screening in order to obtain and maintain an airport, Security Identification Display Area badge and the candidate must be able to obtain an Airport Drivers permit within six (6) months of hire or transfer. Positions in the Police Department require the ability to pass a thorough background investigation.

## EXAMINATION WEIGHTS:

Application Packet..... Qualifying

Occupational-Related Exam..... 100%

A minimum rating of 70 must be attained to pass the examination.

Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the examination. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary; all affected persons will be notified.

**The examination is tentatively scheduled for the week of June 29, 2020. If you have not received notification of the status of your application by June 19, 2020, please contact the Civil Service Department at (562) 570-6202.**

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.