



City of Kansas City, Missouri Job Class Specification

Job Title: BUILDING MAINTENANCE SUPERVISOR **Department:** MULTI
Job Code: 5297 **Status:** NONEXEMPT **Grade:** NE-6

Summary This is supervisory work with responsibility for custodial care and limited maintenance in a large public building or complex of smaller buildings.

Work involves responsibility for planning, assigning, and reviewing the work of a group of personnel engaged in building custodial and routine maintenance activities. Work includes regular inspections of the building or buildings supervised, and the occasional participation with subordinates in custodial or maintenance tasks. Work is reviewed not only for results obtained, but also for the use of modern and efficient custodial and maintenance principles and practices in attaining those results.

Duties and Responsibilities

- Makes physical inspections of grounds, structures, machinery, and equipment in an effort to detect problems or anticipate future needs as necessary to provide an efficient on-going custodial and limited maintenance program.
- Plans, organizes, assigns, and participates in the work of subordinates involved in routine custodial tasks, setting up buildings for special civic or administrative functions and performing responsible maintenance work of a non-mechanical nature.
- Participates with subordinate lead workers in developing work schedules and training programs designed to gain full performance from employees.
- Investigates methods and materials for maintaining and improving present custodial and maintenance standards; assists in the development of specifications for new custodial supplies and equipment.
- Assists in the preparation of preliminary budget estimates; completes requisitions for supplies; services equipment as necessary to carry building custodial commitments through to fulfillment.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:
The methods, practices, tools, materials, and equipment used in the custodial care and limited maintenance of equipment in major buildings.

Considerable knowledge of:
Methods, practices, and materials used in the maintenance of mechanical equipment.
Occupational hazards and safety precautions applicable to building equipment maintenance and repair work.

Ability to:
Plan, organize, and supervise workers in the performance of custodial, operation, and maintenance tasks.
Plan and supervise the work of subordinates in a manner conducive to full performance and high morale.
Interpret and make oral and written reports on activities as required.

Education and Experience

High school graduation, and five (5) years experience in the custodial care and limited general maintenance of buildings, including two (2) years at the level of Building Maintenance Worker.

**Certificates/
Licenses/Special
Requirements**

- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision may be exercised over assigned personnel.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

Revised

4/73, 9/06, 8/10, 11/12, 8/22, 01/24