

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**BUILDING SERVICES SUPERVISOR - 1275**

**DEFINITION:**

Under direction, to plan, coordinate, and direct custodial and minor maintenance services for a group of City buildings and facilities; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Prepares specifications for contractual custodial work;
- Administers custodial contracts by inspecting work in progress and completed work;
- Develops cost estimates and service schedules;
- Establishes standards for building cleaning;
- Supervises and coordinates crews performing custodial and minor maintenance work;
- Investigates new products and methods;
- Performs liaison with occupants, facility managers, and repair personnel;
- Receives and evaluates requests and complaints from occupants;
- Prepares budget estimates and maintains control of expenses;
- Keeps records and makes reports;
- Trains and evaluates the work performance of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience managing building services and custodial work in public or commercial buildings or offices. Qualifying experience must include: 1) supervising and inspecting the work of crews involved in all of the following: minor maintenance and repair of buildings, performing semi-skilled carpentry, electrical, painting, plumbing, and custodial work; and 2) preparing contracts for service as well as inspecting and administering contractual work.

**\* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**