



# Title: Facilities Supervisor

FLSA Status: Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to supervise employees, solve problems, coordinate and oversee District job sites, repair and maintain district property and equipment, administer work units, record and analyze data, oversee the Compressed Natural Gas fueling plant operations, maintenance and repairs, manage computer and network based phone system and telephone cabling systems and manage projects. This is accomplished by receiving verbal and written requests from employees and customers of District services, prioritizing and scheduling these requests, requisitioning and purchasing supplies and materials, participating in committees and meetings, writing issue papers and official correspondence, performing supervisory and administrative duties, maintaining employee records, working with city and/or county representatives to maintain district permit certifications and licenses, administering employee illness and injury prevention plans, and authorizing, coordinating, and scheduling work with vendors and contractors. Other duties include overseeing district property maintenance, including plumbing, lighting, equipment repair, procuring and managing vendor contracts, managing related projects, working with different agencies regarding permit certifications and licenses, identifying unsafe and hazardous conditions, performing a variety of technical duties and inspections, and recording and analyzing data.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Oversees field operations by investigating and responding to customer requests and complaints, inspecting contractor work for compliance, identifying unsafe and hazardous conditions, conducting general inspection of various District facilities to ensure federal, state, and local code compliance, relocating equipment, staffing, and materials, managing contractor crews, overseeing the Compressed Natural Gas fueling plant operations, maintenance and repairs and completing administrative duties such as providing staff oversight, planning, prioritizing, assigning, supervising, and reviewing the work of subordinates, working with employees to correct deficiencies, preparing performance evaluations and conducting personnel actions including interviewing and hiring.	40 %



2	S	Maintains facilities by planning and scheduling daily work duties, reviewing plans and specifications for maintenance requirements, coordinating with contractors and other District departments to accomplish work tasks and construction projects, and managing computer and network based phone systems and telephone cabling systems.	20 %
3	S	Manages projects and a variety of special District programs by developing scopes and conceptual designs, generating project change orders, closeouts, and request for information documents, approving plans and blueprints, coordinating projects in conjunction with outside agencies for permits and approvals, providing project updates to senior and executive staff, overseeing the work of contractors to ensure plans and specifications are met, opening and/or closing work orders, contacting customers upon project completion.	20 %
4	S	Records and analyzes data by maintaining work records, accomplishing a wide variety of technical duties, performing preventative maintenance, creating work orders and purchase requisitions, inspecting and maintaining work unit documentation, reviewing subordinate reports, administering remedial and preventive maintenance modules, and reviewing and approving facility and project plans and specifications.	20 %

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Business Administration, Public Administration, Construction Management or a related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in facilities maintenance and practices. One (1) year of lead or supervisory experience is preferred.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve



	stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Journey level trades (electrical, plumbing, HVAC, etc.)</li> <li>• Mandated building and fire codes</li> <li>• Principles and practices of supervision and training</li> <li>• Business writing and report preparation of techniques</li> <li>• Budget planning, management, and administration methods</li> <li>• Interpersonal and group dynamics</li> <li>• Operational characteristics of machinery and process control components (PLC's, electronic components, computerized control systems)</li> <li>• Methods and techniques of high-pressure compressor mechanical operation and repair</li> <li>• Blueprint and schematic drawings</li> <li>• Computer network and telephone system cabling methods</li> <li>• Office equipment selection, procurement, and installation methods</li> <li>• Electronic document filing, storage, and retrieval</li> </ul>



- Public relations skills
- Construction and project management methods and principles
- Facilities maintenance equipment and practices
- Operational characteristics of security system software
- Collective bargaining and labor agreements
- Safety rules and regulations

- | <b>SKILLS</b>  |
|--|
| <ul style="list-style-type: none"> <li>• Intermediate word processing, spreadsheet, presentation and database software</li> <li>• Specialized software related to functional area</li> </ul> |

- | <b>ABILITIES</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Write complex technical specification and contract scopes of work.</li> <li>• Enforce District policies, programs, and practices with employees, outside vendors, and the public.</li> <li>• Represent the District’s interests with outside agencies.</li> <li>• Learn and use various software programs.</li> <li>• Coordinate with many people and departments in and outside of the District.</li> <li>• Perform work in a timely manner.</li> <li>• Obtain cooperation and compliance from internal and external sources.</li> <li>• Negotiate change orders with project stakeholders.</li> <li>• Respond to requests for information in a timely manner.</li> <li>• Stay current with all applicable laws and regulations.</li> <li>• Interact successfully with members of the public, especially during stressful situations.</li> <li>• Supervise a large diverse staff of a 24 hour/ 7 day operation.</li> <li>• Keep accurate records and record data accurately.</li> <li>• Balance multiple priorities.</li> <li>• Learn California Title 24 and Americans with Disabilities Act Accessibilities Guidelines</li> <li>• Learn OSHA regulations</li> <li>• Supervise, train and motivate personnel</li> <li>• Analyze and resolve complex maintenance and repair problems</li> <li>• Prioritize work orders and effectively schedule personnel</li> <li>• Learn District policies and procedures</li> <li>• Use independent judgment and problem solve</li> <li>• Communicate effectively in oral and written form</li> </ul> |



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	O	Supplies; files
Pushing/Pulling	R	File drawers
Reaching	O	For files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	Stairs
Balancing	R	On ladders; on step stools
Vision	F	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio to co-workers/public
Talking	F	Communicating via telephone/radio to co-workers/public
Foot Controls	F	Driving
Other (specified if applicable)		None

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Cell phone, forklift, digital camera, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	S
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** Safety vest and hard hat

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N/A

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.