



Title: Facilities Superintendent

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and coordinate all facilities/building maintenance activities and personnel in the diagnosis, installation, repair, maintenance and all District properties and facilities. This is accomplished by interacting with internal and external contacts, assisting in the development or revision of department policies and procedures, monitoring the department budget, and maintaining an inventory of repair parts and equipment. Other duties include assigning personnel to provide emergency service, maintaining current knowledge of laws and regulations regarding maintenance operations.

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
1	S	Provides departmental oversight by coordinating work activities and ensuring coverage for each shift, enforcing departmental policies and procedures, establishing and maintaining goals and objectives, assigning scheduled and unscheduled maintenance, coordinating subordinate work assignments, conducting assessments through periodic observation, evaluating new equipment and repair techniques, and procuring parts and materials as required.
2	S	Supports engineering and construction projects by maintaining internal and external contacts with city, county, state, federal, inspecting and certifying agencies to ensure completed work conformance to technical specifications and regulations. Reviewing design submittals, identifying problems and recommending solutions during construction projects, and supporting special construction/facilities maintenance projects as assigned. 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
3	S	Review, develop and implement course of action for ensuring annual rebuilds are performed on all District equipment and buildings, developing and implementing upgrades to the system, monitoring preventative and remedial maintenance, developing contingency plans for emergencies, and monitoring capital budget for equipment purchases.
3	S	Supervises staff , vendors and PBID contracts by establishing and monitoring program and project objectives, developing and implementing processes and procedures, reviewing performance, completing required documentation, implementing and monitoring training, coordinating efforts with internal departments, administering required programs, compiling and reporting data. Supervising the hiring process, developing team goals and objectives, and implementing team building processes.



4	S	Tracks and reports information by reviewing and/or analyzing daily work flow, daily facilities work orders, the monthly budget report, and employee attendance. Gathering and assimilating data for facilities.
5	S	Addresses labor relations issues by developing department policies for all maintenance personnel, hearing grievance responses, reviewing charge forms and determining the appropriate corrective action, attending labor management and safety committee meetings, and representing the department's interest in collective bargaining.
6	S	Oversees budget development and balances by working with the Director of Construction to create the annual department budget, reviewing monthly budget reports to ensure budget adherence and taking corrective actions when required, reviewing monthly budgets with supervisory staff, and look for cost effective way to maintain District property, assets and work. Develop, recommend and administer the facilities capital improvement project budget.
7	S	Manage the District's facilities on-call program by the taking calls from District staff/vendors related to urgent/emergent situations that occur during off hours/off – shift. Determine appropriate course of action and assign response/work as needed.



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 a an accredited college, technical, business, vocational, or correspondence school in the Construction or Facilities Management, building inspection/code enforcement or related field.</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 five (5) years of experience in facilities management, with three (3) years of experience in a maintenance environment and two (2) years of supervisory experience.
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	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
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	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.
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	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study..
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California driver's license is required.



KNOWLEDGE
<ul style="list-style-type: none"> • Engineering (mechanical, electronic, and controls), and software control systems. • Preventative maintenance systems. • Facilities maintenance practices. • Leadership practices and supervisory techniques. • Budget management principles and practices. • Space planning techniques. • Budget controls and processes. • Collective bargaining and labor agreements. • Facilities management, engineering, construction, security, and planning. • Construction, design and management. • Leadership and supervisory principles, motivational and mediation techniques. • Principles of project management, project estimating and forecasting. • Principles of effective writing, and effective interpersonal skills and abilities. • Methods and techniques of diagnosing and repairing various electrical and mechanical components. • Principles of preventive maintenance and cost controls. • Labor rates, parts cost and industry standards. • Regulatory compliance principles • Various city, county and state building codes, regulations and enforcement requirements.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.
ABILITIES
<ul style="list-style-type: none"> • Analyze data to determine trends and prepare reports. • Implement effective preventative maintenance practices and procedures. • Direct the activities of personnel. • Align personnel resources in a changing and dynamic operation. • Analyze trends, forecast future requirements, and implement plans to meet goals and objectives. • Address complex technical correspondence in a clear, concise, and manner. • Read, write, analyze and evaluate complex technical data and administrative correspondence. • Plan for expanded service or new equipment. • Prioritize work, schedules and activities. • Ensure compliance with policies, rules, and regulations. • Ensure that all maintenance repair work is performed within the guidelines of local, state, and federal regulations. • Ensure required parts are stocked to complete projects in a cost effective and timely manner.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	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	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	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	F	Observing work site
Sitting	F	Desk work
Walking	F	Around work site
Lifting	O	Equipment
Carrying	O	Equipment
Pushing/Pulling	R	Tables and chairs
Reaching	O	For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	R	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	O	
Vision	F	Reading, computer screen
Hearing	F	Communicating via telephone/radio; to co-workers/public
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Truck, mobile phone, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	O
Chemical Hazards	R
Electrical Hazards	F
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, hard hat

NON-PHYSICAL DEMANDS:

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
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
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	F
Noisy/Distracting Environment	F
Other (see 2 below)	N/A

(2) N/A

PRIMARY WORK LOCATION:

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

(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.



CLASS HISTORY:

Adopted: 04/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: 60006060