



AUGUST 2020
FLSA: NON-EXEMPT
Bargaining Unit: TC
JCN: 6610

PA # 7/BMS.1-2
June 1990

County of El Dorado

October 2012

BUILDING FACILITIES OPERATIONS SUPERVISOR

DEFINITION

Under general direction, plans, organizes, and supervises building and facility maintenance activities and special projects including building maintenance and custodial services; oversees and performs skilled maintenance work in the carpentry, painting, plumbing, electrical, and heating, and ventilation trades; and may assign and review the work of custodial staff performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises general direction and supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is the first full supervisory level classification in the building maintenance series with responsibility Facility Maintenance Division. Incumbents are responsible for supervision, coordination and review planning, organizing, supervising, reviewing, and evaluating the work of facility maintenance and alteration projects operations for the County. This class is distinguished from Building and Grounds Superintendent in that the latter has overall management responsibility for Performance of the facility maintenance operation, including building maintenance, grounds maintenance work requires the use of considerable independence, initiative, and custodial services discretion within established guidelines.

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews and evaluates the work of assigned staff, including building maintenance and custodial staff; administers specialized projects and programs in the area of assignment.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Assists in the development and implementation of section goals, objectives, policies, and priorities for assigned services and programs; recommends and implements policies and procedures and work standards, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Provides assistance to other departmental and County staff in areas of responsibility.
- Trains staff in County work and departmental safety procedures, including the use of maintenance equipment and tools; maintains equipment, tools, and supplies in good working order.
- Provides assistance to other departmental and County staff in areas of responsibility.
- Maintains preventive maintenance records; schedules major maintenance projects such as office alterations and major equipment overhauls.

- > Serves as a liaison with County departments to schedule maintenance, and to discuss individual project needs.
- ~~Investigates service complaints, works with County personnel to revise procedures and schedules to improve service.~~
- > Orders parts needed in maintenance and installation projects, and maintains inventories of plumbing, heating, electrical, and cleaning supplies.—
- > Performs troubleshooting, repair, maintenance, installation, and adjustment to a variety of County mechanical and electrical systems.—
- > Performs preventive maintenance on mechanical systems, including lubricating, changing filters, cleaning, and testing components.—
- > Installs and modifies electrical systems; runs new circuits; pulls wire; installs outlets, switches, and fixtures.—
- > Installs, modifies, and repairs plumbing and piping systems, including water supply lines, valves, and fixtures, as well as drain, waste, and vent systems.
- > Fabricates parts and fittings; makes assemblies and repair units used in maintenance work from work orders, drawings, specifications, sketches, manuals, and oral instructions.—
- > Ensures that safe work methods and safety precautions are observed; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments.
- > ~~Makes estimates of labor~~ Determines and recommends equipment, materials necessary, and staffing needs for performance of assigned operations, projects, and programs; participates in the work annual budget preparation; prepares detailed cost estimates; maintains ~~accurate~~ a variety of records and ~~makes~~ prepares routine reports of work ~~performed~~ performance.

- > ~~Reviews~~Inspects work ~~performed or~~ in progress ~~and completed work of assigned employees and contractors~~ to ~~assure~~ensure maintenance of standards and compliance with codes and regulations.
- > Coordinates major maintenance contracts with outside firms; participates in the solicitation of bids and review of proposals; ~~monitors work in progress and upon completion.~~
- ~~Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.~~
- ~~Attendance and punctuality that is observant of scheduled hours.~~
 - > ~~May assist with cleaning of sand, ice, and snow from various entrances and walkways.~~
- > Performs ~~other~~related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ~~Principles and practices of employee supervision, including work planning, supervision, assignment review and evaluation.~~
- > ~~Basic supervisory practices and, discipline, and the training of staff in work procedures.~~—
 - > ~~Principles and practices of leadership.~~
- > Methods, practices, materials, tools, and equipment used in ~~building and facility maintenance as well as~~ custodial work, and the installation, repair, adjustment, and maintenance, of equipment common to residential, commercial buildings and facilities.
- > Rigging principles and techniques.
- > Methods and practices of plumbing and pipefitting work.
- > Methods and practices of ~~mechanical and~~ electrical ~~systems,~~ installation, maintenance, and repair.
- > Proper mixing and dilution of cleaners, disinfectants, and stripping agents.
- > Operations and maintenance of safety regulations and practices pertaining to the work.
- > Use and maintenance of a wide variety of hand, power, and shop tools; test equipment; and other equipment related to the work.
- > Practices and techniques of scheduling preventive maintenance.
- > ~~Record keeping~~Recordkeeping principles and procedures.
- > ~~Shop~~Basic mathematics.
- > Diesel engines and related co-generation equipment.

Skill in:

- ~~Organize own work, set priorities, and meet deadlines~~
- ~~Planning, assigning, supervising, reviewing and evaluating the work of others.~~
- ~~Training others in work procedures.~~
 - > ~~Reading and interpreting~~Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
 - > ~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
 - > ~~The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.~~
 - > ~~Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
 - > ~~Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

Ability to:

- Effectively provide staff leadership and work direction.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- ⇒ Read and interpret plans, schematics, manuals, blueprints, and sketches.
- ⇒ ~~Preparing rough~~Prepare sketches and ~~making rough~~ estimates of work to be performed.
- ⇒ ~~Troubleshooting~~Troubleshoot and ~~repairing~~repair operating problems in ~~plant~~ equipment.
- ~~Keeping~~Maintain accurate records ~~of work and~~ prepare clear and concise reports and other written material.
- Coordinate crew assignments with other divisions, departments, and outside agencies.
- ⇒ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- ~~Using~~Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ⇒ Use tact, initiative, prudence, and ~~sound~~ independent judgment within ~~established~~general policy, procedural, and legal guidelines.
- ⇒ ~~Establishing and maintaining~~Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.
- ⇒ ~~Coordinating crew assignments with other divisions, departments and outside agencies.~~
- ⇒ ~~Use English effectively to communicate in person, over the telephone, and in writing.~~

Other Requirements:

~~Must possess~~ a valid driver's license. ~~Must regularly lift and carry objects weighing up to one hundred pounds. Must be willing to work with exposure to potentially hazardous substances and to work underground in confined spaces. Must be willing to respond to emergencies in off hours as required.~~

Education and Experience:

~~Three~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school;

AND

Five (5) years of journey-level structural, mechanical, and/or electrical ~~maintenance at~~maintenance experience, including two (2) years of lead experience.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a level equivalent to the County's class of Building Maintenance Worker #valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current Environmental Protection Agency Universal Certification of Refrigerant Handling certificate.

PHYSICAL DEMANDS

Must possess

~~NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around County the facilities; strength, stamina, and mobility to perform light to medium physical work, assist with work in confined spaces as appropriately trained, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees partly work in an office environment and partly in and around facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to be on call and to work various shifts or emergencies on evenings, weekends, and holidays. Must be willing to respond to off hours emergencies as required.