

## **PARKS AND FACILITIES SUPERVISOR**

### **DEFINITION**

Under general direction, to assist with planning and organizing the parks, building, and grounds maintenance and repair functions for the County; to schedule job staffing and ensure project completion; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position classification for the top level management position which provides direction and supervision for the County=s building and grounds maintenance and janitorial functions at assigned County facilities.

### **REPORTS TO**

Deputy Director Of Public Works

### **CLASSIFICATIONS SUPERVISED**

Building Maintenance Worker I & II, Janitor, and Lead Janitor

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs, and manages the County=s building and grounds maintenance and repair functions and janitorial services for assigned County facilities; supervises, trains, and evaluates assigned staff; develops a unit budget and controls expenditures; inspects facilities for required maintenance and repairs; confers with County management staff on maintenance and repair needs and requirements; prepares and submits cost estimates for major projects; establishes maintenance and repair priorities; provides technical assistance and guidance for building and janitorial staff; assists with preparing plans and specifications for contract projects; administers maintenance and repair contracts; performs a variety of skilled maintenance and repair work; tests and repairs electronic control and monitoring systems; serves on special committees and task forces; may perform maintenance work in the County Jail; represents County Building Maintenance and Repair functions as delegated.

### **BUILDING MAINTENANCE MANAGER - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; perform sustained physical work; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile; use hand tools and power equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in building and outdoor environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with inmates and other staff.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- X Practices, tools, equipment, and materials used in the general construction trades.
- X Principles and methods of building and plant management and maintenance.
- X Qualities of various construction materials.
- X Heating, ventilating, and air conditioning equipment in County buildings and facilities.
- X Principles of mathematics related to the building trades.
- X Electronic monitoring and control systems.
- X Work safety practices and regulations.
- X Budget development and control.
- X Principles of management, supervision, training, and employee evaluation.

### **BUILDING MAINTENANCE MANAGER - 3**

#### **DESIRABLE QUALIFICATIONS (continued)**

**Ability to:**

- X Plan, organize, manage, and direct the maintenance and repair of assigned County buildings, grounds, and associated equipment.
- X Provide supervision, training, and work evaluation for assigned staff.
- X Perform facility inspections and identify maintenance and repair requirements.
- X Estimate time and materials requirements for maintenance and repair projects.
- X Read and interpret plans, specifications, blueprints, and drawings.
- X Assist with the design and layout of contract maintenance and repair work.
- X Perform a variety of skilled maintenance and trades work.
- X Operate hand and power tools and equipment.
- X Make mathematical calculations quickly and accurately.
- X Communicate effectively both orally and in writing.
- X Provide advice on maintenance and repair problems and practices.
- X Prepare clear and concise reports.
- X Represent the County Building and Grounds Maintenance and Repair functions with other County management and contractors..
- X Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of responsible building and grounds maintenance and repair experience, preferably including experience in a lead, supervisory, or management position.

**Special Requirements:**

Possession of an appropriate California Driver=s License.

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