FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
SUPERVISORY POSITION

FACILITIES SUPERVISOR

BASIC FUNCTION:
Under the direction of the Director, Facilities & Operations, perform professional and highly complex facilities duties involved in operating, inspecting, maintaining, refurbishing and constructing of buildings; participate in the development, implementation and analysis of facilities functions and procedures as assigned; oversee the coordination of maintenance and operations work requests, schedules and budgets; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• Assist the Director of Facilities & Operations, to plan, organize, control and support the direction and operations of the Facilities & Operations Department; direct custodial, maintenance, and operational functions to meet county office needs.
• Coordinate and direct facilities projects and serve as liaison with architects, consultants, inspectors, contractors, state agencies, outside regulatory agencies including the Fire Marshall, Department of Transportation, permitting agencies, and others concerning facility projects; resolve related issues.
• Coordinate maintenance and operations work requests from various sites; ensure maintenance and repair projects are completed in a timely manner and comply with established policies, procedures, rules and regulations; visit various sites to perform inspections as needed.
• Develop and implement custodial programs to ensure that county office facilities are properly cleaned and maintained; develop schedules and cleaning procedures; provide training to custodial staff.
• Oversee the development and maintenance of databases related to work requests, key distribution, vehicles, vendors, building access, facilities inventory, fixed assets and others.
• Oversee various building systems computer software and hardware including security camera systems, energy management systems, building access systems and alarm systems; coordinate upgrades and modifications to systems as needed.
• Perform a variety of office duties related to facilities functions, including but not limited to, leases and work requests; compose and type letters, reports and other documentation as directed.
• Perform bidding and purchasing functions related to construction projects in accordance with School Facility Program and legal and regulatory requirements; obtain quotes/bids from outside vendors in accordance with purchasing procedures; represent the county office as owners representative as a part of the construction management team; prepare, file, and manage construction project documents.
• Perform professional and highly complex facilities duties involved in operating, inspecting, maintaining, refurbishing and constructing county office buildings; ensure that county office building issues are resolved quickly and efficiently; ensure facility office functions and activities comply with established laws, codes, regulation, policies and procedures & operations.
• Provide technical expertise, information and assistance to the Director of Facilities & Operations regarding facilities functions and related needs and issues; assist in the formulation and development of policies, procedures and programs.
• Respond to emergency facilities situations including elevator problems, alarms, leaks, HVAC issues, and others after hours and on weekends as needed.
• Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
• Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
• Attend and participate in a variety of assigned meetings, committees, conferences, inservices and/or special events.
• Comply with schedules, policies regulations, procedures, orders and directives of the County Superintendent.
• Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
• Maintain a safe work environment.
• Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
• Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
• Serve as a technical resource concerning assigned program, function or instructional area.
• Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
• Ability to work a flexible schedule as assigned.
• Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
• Perform related duties as assigned.
• Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Basic organization systems including electronic and hardcopy filing, time management and prioritization.
• Health and safety regulations.
• Methods, materials and equipment used in building maintenance and construction.
• Methods, materials and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems.
• Methods, materials and equipment used in building cleaning.
• Methods, procedures, and terminology related to facilities construction, operation, maintenance and repair.
• Policies and procedures related to bidding and purchasing.
• Preparation, review, and control of assigned budgets.
• Record-keeping techniques.
• Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
• State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
• Theoretical and technical aspects of field of specialty.

ABILITY TO:
• Coordinate activities with outside vendors and agencies to ensure smooth county office operations.
• Maintain a high degree of organization.
• Maintain records and prepare clear, complete and concise reports.
• Observe health and safety regulations.
• Perform complex tasks with frequent interruptions.
• Perform professional and highly complex facility work involved in operating, inspecting, maintaining, refurbishing and constructing of buildings.
• Plan and organize work; meet schedules and timelines.
• Prepare, review and control assigned budgets.
• Provide consultation, training, and technical assistance to county office personnel concerning facility functions, systems, and procedures.
• Respond to emergency facilities-related calls after hours and on weekends.
• Understand and follow oral and written instructions.
• Analyze and evaluate situations accurately and adopt an effective course of action.
• Communicate effectively both orally and in writing.
• Drive a vehicle to conduct work.
• Ensure proper and timely resolution of issues, concerns and conflicts.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
• Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
• Supervise, train, guide and evaluate the performance of assigned personnel.
• Work confidentially and with discretion.
• Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
• High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
• Bachelor’s degree in Construction Management, Facilities Management or related field preferred.

EXPERIENCE:
• Five years increasingly responsible experience in Construction Management or Facilities and Operations.

LICENSES AND OTHER REQUIREMENTS:
• Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at the time of hire and throughout employment with the County Superintendent.
WORKING CONDITIONS:

ENVIRONMENT:
• Drive a vehicle to conduct work, using own transportation.
• Office and/or school facility environment.
• Indoor and outdoor environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds with assistance.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: July 1, 2009
Revised: October 1, 2017