

TITLE: Facilities Superintendent/**POSITION NO.:** 264



DEPARTMENT/DIVISION: General Services/General Services

SUPERVISED BY: General Services Operations Administrator

NATURE OF WORK:

- Performs advanced professional work while being responsible for the operation, maintenance, and repair of all County facilities. Includes supervising staff in building maintenance and custodial services, coordinating the work of contractual entities providing building services, and planning and executing maintenance, repair, and building projects.

PRIMARY DUTIES:

- Administers all functions of the maintenance and custodial services for County facilities, including hiring, training, scheduling, supervising, and evaluating the building maintenance and custodial staff.
- Develops and maintains preventive maintenance schedules and programs, and operating procedures for assigned personnel.
- Plans and coordinates the maintenance and repair, emergency repairs, and building projects of County facilities with other divisions, agencies, and contractors.
- Coordinates building maintenance budget requests and spending; assists in the development of capital improvement budgets for major building projects in consultation with appropriate County staff.
- Negotiates and manages various facility maintenance contracts.
- Identifies and oversees replacement of building components which meet the County's energy savings program.

JOB PREPARATION NEEDED:

- Associates Degree in a related field and considerable experience and training in building maintenance, administration of building services, supervision; or any equivalent combination of education and experience providing the knowledge, skills, and abilities.
- Comprehensive knowledge of the principles, practices, and techniques of building maintenance as well as custodial service standards.
- Considerable knowledge of pertinent state-of-the-art equipment.
- Extensive knowledge in HVAC design and installation oversight.
- Ability to guide and direct assigned staff, including setting and monitoring performance standards.

POST OFFER REQUIREMENTS:

- Credential check.
- Driving Record check.

INTRODUCTORY PERIOD: 6 months

POST HIRE REQUIREMENTS:

- Periodic driving record check.

JOB LOCATION AND CONDITIONS:

- Duties are performed primarily at all County facilities and indoors and outdoors at job sites throughout the County.
- Drives County vehicle to work sites. Requires extended sitting, standing, and walking indoors and outdoors to inspect work sites.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work during emergency conditions.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees; speak publicly to large groups.
- Hearing/Listening: Must have ability to understand and process communications from County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

IV. SPATIAL ABILITIES:

- Not essential function.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

VI. FINGER DEXTERITY:

- Not essential function.

VII. PHYSICAL DEMANDS:

- Strength: Must have ability to occasionally lift 25-50 lbs., occasionally push/pull 15-25 lbs., and occasionally hold/carry 15-25 lbs. Must be able to manipulate from ground to waist, from waist to shoulder, above shoulder, and from waist level.
- Climbing: Must have ability to climb roof access ladders up to 30 feet high. Must have ability to climb 8 foot to 10 foot step ladder, step stool, extension ladder, one flight of stairs, and four or more steps.

- Standing, sitting, walking, and running: Must have ability to: occasionally (1-3 hours/day) stand, frequently (1-3 hours/day) walk, and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 5-20 times/day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 5-20 times/ day.
- Seeing: Must have ability to perceive or comprehend by the sense of light. Necessary characteristics include focus (distinctness or clarity), color perception (discriminate between colors), depth perception (determine distance relationships between objects).

VIII. DRIVING:

- Must have ability to drive automatic transmission car.

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