



## CLASS SPECIFICATION

Class Code: 8141  
Date Est: 11/2005  
Last Rev: 6/2007  
Last Title Chg: 6/2007  
FLSA: Non-exempt  
Probation: 6 months

### FACILITY TECHNICIAN SUPERVISOR

#### **DEFINITION**

Under general supervision, coordinates the installation, repairs, and reconditioning of electrical, plumbing, and mechanical systems in County facilities; supervises personnel including Facility Technicians, Building Maintenance Assistants, or trustee inmates. Provides direction and training for maintenance support staff; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Six years of journey level experience performing skilled HVAC, electrical, plumbing and mechanical installation, maintenance and repair work in a commercial, industrial, or institutional setting; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

Possession of a valid driver's license is required at the time of appointment.

Refrigerant Recovery Certification by the Environmental Protection Agency.

#### **SUPERVISION EXERCISED**

Provides supervision of personnel including Facility Technicians, Building Maintenance Assistants, or may provide oversight over other personnel to include inmates, contractors, etc.

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

Act as onsite contact between Facility Management and the Division(s) or Department(s) occupying the facilities.

May attend staff meetings with divisions and departments as General Services Representative.

Work closely with engineers, architects, and related consultants hired for work to be performed on facilities.

Work directly with other departments at a management level such as T.S., Sheriff's Office, and Public Works in the coordination of projects in the facilities or new facility construction.

Directly coordinate multiple C.I.P. and major maintenance projects each year.

Manage the computerized building maintenance scheduling and tracking systems.

Prioritize schedules and assign all preventative maintenance procedures at assigned facilities.

Coordinate purchasing related functions and contracts with the Purchasing Department.

Utilize computer software tracking program to create reports to monitor utility consumption, and manage energy conservation strategies in assigned facilities.

Operate the facilities management system to control and monitor the buildings HVAC and hot water systems.

Perform maintenance and preventative maintenance duties, including HVAC service, electronic lock repairs, boiler repairs, and pump and compressor motor replacement.

May be a member of planning and design teams for construction projects.

Coordinate services of outside contractors, scheduling installation and repair dates, oversee work in progress, and monitor maintenance contracts to ensure project completion.

May coordinate the work of other County personnel including carpenters, painters, and telecommunications staff.

Use a variety of tools, gauges, and recovery systems to minimize or prevent refrigeration system breakdowns.

Maintain records of projects completed, cost of repairs, materials used, and labor and time expended for use by management in budgeting and staffing projections.

Manage separate budget accounts from the remainder of Physical Plant operations.

Provide technical direction and training of subordinate staff in maintenance and repair procedures.

Train subordinate staff in the use of computers, and maintenance and energy management software.

Develop and implement preventative maintenance programs for every piece of equipment in assigned facilities.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Tools, equipment, methods, and procedures used in the electrical, plumbing, mechanical, and HVAC trades.

Purchasing procedures.

Principles of supervision, training, and performance evaluation.

Regulations covering elevators, backflow prevention, fire and alarm systems, boilers and pressure vessels, hazardous materials and workplace safety, including OSHA and air quality regulations.

Computerized energy management, maintenance management, and project management systems.

Principles, methods, tools, and equipment used in a variety of building maintenance trades.

Proper use of materials and supplies.

State and local building codes and regulations.

Methods, materials, tools, and equipment used in the operation, maintenance, and repair of electrical, plumbing, mechanical, and HVAC systems.

Cost estimating and job planning.

Uniform Building Code and National Electrical Code.

Safe work practices.

### **Ability to:**

Operate computer equipment.

Plan, assign, and supervise the work of staff employees.

Analyze problems and develop and implement solutions.

Perform a wide range of skilled building maintenance work.

Comprehend contracts and enforce the provisions.

Operate computerized energy management, maintenance management, and project management systems such as the Network 8000 and CAMS.

Assemble information and data, compile reports, and write letters using a variety of programs such as Microsoft Office and Z Power utility tracking software.

Skillfully perform a variety of building maintenance work.

Operate a variety of testing equipment for building electrical, plumbing, mechanical, and HVAC systems.

Learn and apply American Jail Association operating standards governing indoor air quality and inmate housing.

Estimate materials and labor requirements for projects.

Design modifications to existing electrical, plumbing, and lighting systems.

Learn and interpret Health regulations governing the operation and maintenance of commercial kitchen equipment.

Read and interpret technical manuals, schematic diagrams, plans, drawings, and specifications.

Maintain a variety of records and reports.

Establish and maintain cooperative working relationships with supervisors, co-workers, County employees, other County departments, and outside vendors.

Provide direction and training for other staff.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, chemicals, and construction materials.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001