



## CLASS SPECIFICATION

Class Code: 9008  
Date Est: 10/1989  
Last Rev: 07/2018  
Last Title Chg: 05/2010  
FLSA: non-exempt  
Probation: 12 months

### FACILITIES CONTRACT AND SERVICES SUPERVISOR

#### **DEFINITION**

Under general supervision, plans, coordinates and supervises the facility management, custodial, landscaping, and snow removal contracts and services for Washoe County facilities; and performs related work as required.

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

Three years of full-time progressively responsible building maintenance work experience in a supervisory or project management capacity in an institutional, industrial or large facility setting; OR an equivalent combination of education, training and experience.

#### **LICENSE OR CERTIFICATE**

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

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

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

Plan, prioritize, assign, supervise and review the work of contracted facility management services staff.

Supervise assigned staff, determine work performance standards, conduct performance evaluations, provide direction to staff, conduct employment interviews and handle disciplinary problems.

Consult with County Department to determine needs, priorities and establish service and oversee the delivery of contracted facility management services to County facilities through the development, implementation and evaluation of work standards and service levels.

Develop scope of work, terms, and conditions for contract providers for various facilities management services.

Develop specifications and cost estimates for floor and window treatments and other facility management requirements to be installed in County facilities, evaluating previous wear, usage/traffic patterns and site and safety requirements.

Conduct pre-bid vendor walk through, delineating job requirements and evaluating vendor proposals for feasibility, accuracy and specification compliance.

Perform interim and final inspections of installations and approve vendor payments, ensuring that jobs are completed in a timely, cost efficient and quality manner.

Negotiate and ensure compliance with contract terms and conditions, serving as a liaison between contractors and County user departments to investigate concerns, solve problems and ensure the quality of services provided.

Provide recommendations and cost estimates for purchase of products, equipment and services through assessment of service levels and quality.

Maintain an adequate inventory of custodial products and supplies at both the County warehouse and work sites to ensure the availability of necessary inventory levels.

Manage the contract services budgets; prepare annual budget projections, approve equipment, supplies and other expenditures within allocated funds; compile data and report on operational costs.

Coordinate office and furniture moves within the County and the disposal of surplus inventory.

Conduct inspections, review work-in-progress and ensure proper completion of assignments.

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**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Operations, policies and procedures of the Department.

Washoe County purchasing procedures, local vendors and materials pricing.

Countywide human resources policies.

County security and door access requirements and policies.

#### **Ability to:**

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Contract service agreement terms and conditions; and principles of contract management.

Comprehensive knowledge of methods, materials and equipment used in custodial services work.

Methods, rules and regulations for the safe handling and storage of commercial cleaners, solvents and custodial waste.

Work safety methods and procedures.

Principles of supervision, training and employee evaluation.

#### **Ability to:**

Evaluate work priorities, processes and procedures to determine their effectiveness and efficiency.

Evaluate information, develop sound conclusions and make effective decisions and/or recommendations.

Develop cost estimates and plan projects.

Communicate effectively, both orally and in writing.

Read and interpret bid documents and service contracts.

Schedule work for maintenance and installation projects.

Maintain records and prepare reports.

Maintain cooperative and productive relationships with other staff, vendors and “client” agencies.

Effectively represent the department with vendors and other County 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 work in a variety of environmental conditions. Ability to tolerate exposure to dust, fumes, solvents, and chemicals.

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