



CLASS SPECIFICATION

Class Code: 18150
Date Est: 07/2016
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

OPERATIONS SUPERINTENDENT – CSD/FACILITIES

DEFINITION

Under general direction of the Division Director of Operations, plans, directs, supervises and manages the maintenance, repair, replacement and overall operation of electrical, mechanical, HVAC, energy management and life safety systems for Washoe County facilities; manages and maintains budgets; develops and enforces policies and procedures; approves contracts; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in public or business administration, mechanical or electrical engineering, construction management or construction technology, architecture, facility management or closely related field and five years of progressively responsible experience in skilled building maintenance, alteration and construction work, including two years experience in a supervisory capacity which included planning and scheduling the work of skilled engineers or building construction and maintenance personnel; OR two years of technical training in mechanical technology and seven years of progressively responsible experience in skilled building maintenance, alteration and construction work, including two years experience in a supervisory capacity which included planning and scheduling the work of skilled engineers or building construction and maintenance personnel; OR any combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision over assigned supervisory and support staff.

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

Plan, organize, administer, direct, review and evaluate the day-to-day maintenance of County buildings, structures and facilities including Physical Plant operation and maintenance, skilled trades, custodial services, building security and parking control.

Review and evaluate department programs and procedures for efficiency and effectiveness; develop, implement, review and/or evaluate programs, policies or procedures and make necessary changes to insure efficiency and effectiveness, maximum service delivery, extended life of equipment, standardized equipment, reduced inventories and reduced overall maintenance costs.

Make budget recommendations to the Division Director of Operations; manage and monitor the status of designated funding and expenditures during the fiscal year.

Coordinate and manage a wide variety of technical and complex facility and infrastructure projects, including participating in the planning, design and review process for new facilities being constructed or remodeled and serving as a liaison to electrical and mechanical engineers hired by CSD.

Determine need for services, develop contract specifications and administer contracts with security, maintenance and custodial service providers to ensure contract compliance and satisfactory performance of work, approve payment vouchers and renegotiate terms and conditions of contracts.

Ensure County facilities are operated in accordance with local, State, and federal codes, ordinances and laws and systems are operated and maintained at or above established industry standards.

Establish and implement standards for staffing, equipment usage, facility maintenance and operations and safety program development.

Act on behalf of the Division Director of Operations in his or her absence.

Develop and analyze departmental reports.

Coordinate the development of purchasing documents (bid specifications, performance criteria, construction conditions and warranties); participate in the pre-bid, pre-construction and final inspection phase of assigned projects.

Supervise assigned staff, which includes hiring, training, work assignment and review, employee discipline and performance evaluation.

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.

Division, Department and County personnel policies.

Ability to:

Make recommendations to the development of annual and multi-year operating and capital budgets.

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

Operate a personal computer and software programs such as Microsoft Office, Building Management Systems and Project Management and scheduling systems.

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

Knowledge of:

Comprehensive knowledge of methods, materials and equipment used in building maintenance, alteration and construction.

Comprehensive knowledge of the engineering principles and theories associated with the design, operation, construction and alteration of plumbing, electrical, energy management and HVAC systems in modern commercial facilities.

Energy conservation in buildings and the design principles of green facilities.

Principles and procedures to manage complex, multi-faceted construction projects.

Building codes and regulations covering mechanical, electrical, fire, construction, air quality, life safety and the The Americans with Disabilities Act (ADA).

Principles of supervision, delegation, training and employee evaluation.

Work safety methods and procedures.

Ability to:

Develop and implement energy conservation programs and projects.

Develop cost estimates and plan projects and develop and analyze cost/benefit ratios of project alternatives.

Negotiate fees and service levels with contractors and vendors for services and supplies; negotiate professional services contracts with engineers.

Read, interpret and work from engineering and architectural plans, drawings, CAD files and technical specifications.

Supervise personnel on more complex projects, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Maintain records, analyze information and data and prepare reports.

Develop and maintain cooperative relationships with other staff.

Communicate effectively both orally and in writing.

Effectively represent the Department with vendors, the public 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 lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to grease, oils, lubricants, chemicals, solvents, dust and particles.

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